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## **Annual Report FY16**

### **VEGA**

### **Farmer-to-Farmer Special Program Support Project**

**Funded by the U.S. Agency for International Development**

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Report on Activities during FY2016

(October 1, 2015-September 30, 2016)

Submitted by: Laura Alexander

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Tel: 202-367-9986

E-Mail: [laalexander@vegaalliance.org](mailto:laalexander@vegaalliance.org)

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## I. Introduction

This report marks the conclusion of VEGA's third year as implementer for the Farmer-to-Farmer (F2F) Special Program Support Project (SPSP) and covers the period from October 1, 2015 – September 30, 2016. During this period, VEGA made significant progress towards achieving planned activities in sub-award management, Mission buy-ins, communications, and knowledge management under SPSP. Annex 1 contains a summary of progress towards SPSP indicators. Key accomplishments during the reporting period include:

- Awarding the first buy-in to SPSP under the current program for a fourth PDP: Improving Food Safety Systems Project in Ghana;
- Managing five existing Small Grants, which fielded 30 volunteers during the reporting period;
- Awarding four new F2F Small Grants, including one new F2F implementer and one MSO;
- Supporting three existing F2F PDPs, which fielded 89 volunteers during the period;
- Conducting three support visits to SPSP grantees in Haiti, Ethiopia, Uganda, and Ghana;
- Completing a Special Study on [Increasing Diversity in the Farmer-to-Farmer Program](#);
- Completing a Special Study on [Lessons Learned](#) I under the first half of SPSP;
- Organizing and participating in the Farmer-to-Farmer 30<sup>th</sup> Anniversary Learning Event;
- Organizing and participating in Farmer-to-Farmer's annual Implementer's Meeting;
- Producing six seminars and informational sessions for the F2F community and external stakeholders;
- Maintaining and improving farmer-to-farmer.org, including creating and posting a [Guide to Volunteer Safety and Security Policies and Procedures](#).
- Creating the F2F Monthly Digest to highlight new resources, stories, and other content on Farmer-to-Farmer.org.

## II. Summary of Implementation Experience and Major Accomplishments

### Sub-Award Management

VEGA manages two types of sub-awards under SPSP, Small Grants and Program Development Projects (PDPs). During the reporting period, nine Small Grants and four PDPs were active, deploying a total of 119 volunteer assignments to Colombia, Ethiopia, Uganda, Jamaica, Ghana, Haiti, Zambia, Mali, Bangladesh, and Kosovo. These volunteers trained a total of 8,013 persons and directly supported 9,856 persons. The 13 grantees expended a total of \$1,445,211 of F2F grant funds and leveraged additional resources in volunteer time, volunteer contributions, and host contributions. Please see Annex 2 for a breakdown of the Small Grant volunteer assignments and the Semi-Annual Report for each PDP (submitted separately) for summaries of PDP assignments.

### Farmer-to-Farmer Small Grants Awarded in 2015

In April 2015, VEGA awarded Small Grants to five organizations as a result of RFA 2014-2. Each organization was issued a Fixed Amount Award for \$150,000 to be implemented in a one year period:

1. ***Africare (SG2015-1)*** – Africare Farmer-to-Farmer Program in Zambia
2. ***Browse and Grass Growers Cooperative (SG2015-2)*** – Improving the Sustainability of Malian Sheep and Goat Farming Project
3. ***Florida Agricultural & Mechanical University (SG2015-3)*** – USAID VEGA FAMU F2F Project in Haiti
4. ***NCBA CLUSA (SG2015-4)*** – NCBA CLUSA Farmer-to-Farmer Program in Zambia
5. ***Tennessee State University (SG2015-5)*** – Issues and Challenges in Sustainable Agricultural Research, Extension, and Education for Women Farmers in Bangladesh Project

Although the amount of each award is small, VEGA invested a significant amount of staff time in working with grantees to ensure they are in full compliance with the terms of their awards, implement projects that conform to F2F best practices, and seek out opportunities to promote their work. Specific support activities during the reporting period include: reviewing and approving all volunteer scopes of work; monitoring compliance with PERSUAP requirements; reviewing monthly programmatic updates and following up when

projects are off-track; advising grantees as they respond to implementation challenges (such as dropped hosts or security threats); advising on standard indicator reporting; and producing communication materials that highlight achievements under the grants.

#### ***Africare – Zambia***

Although Africare's project began according to schedule in March 2015, by June 2015 Africare had begun to miss scheduled milestone dates, targets and required deliverables. Between June and December, 2015, VEGA staff undertook significant outreach to help Africare improve its performance, including holding several meetings, phone calls, and email exchanges. Despite the assistance, milestones and deliverables remained unmet.

Due to these ongoing challenges, VEGA notified Africare on December 7, 2015 of the potential for terminating the award due to non-compliance and provided a thirty-day period during which Africare could improve performance. VEGA met with representatives from Africare on December 16, 2015 to discuss next steps and deliverables required for continuation of the grant, but following that meeting Africare did not complete the next steps and became unresponsive to phone and email communication. VEGA terminated the award on January 13, 2016.

Volunteers Fielded	Hosts Strengthened	Persons Trained	Persons Directly Assisted	Value Leveraged
2	2	17	148	\$15,027

Data for March 2015 to January 2016 (complete program)

Leverage includes volunteer time, host contributions, and value of resources leveraged in U.S.

#### ***Browse and Grass Growers Cooperative (BGGC) – Mali***

During the reporting period, BGGC continued and concluded an exceptional Small Grant project. It worked with sixteen hosts, significantly higher than is typical for Small Grant projects. Additionally, BGGC was able to leverage resources through collaboration volunteers and other partners worth \$111,526, which is close to the federal cost of the program. In addition, due in part to the leveraged funds, BGGC exceeded its targets, fielding eleven volunteers instead of ten. The additional volunteer assignment, Capacity Building in Start-up Business Implementation and Management, strengthened the host's organizational capacity to implement volunteer recommendations.

BGGC produced a promotional video featuring its work in Mali, which can be viewed at <http://farmer-to-farmer.org/media/common-pastures-f2f-technical-support-and-training>. In addition, VEGA produced a blog post about their work (<http://vegaalliance.org/farmer-to-farmer-volunteers-bring-livestock-management-technology-to-small-holder-farmers-in-mali/>).

Volunteers Fielded	Hosts Strengthened	Persons Trained	Persons Directly Assisted	Value Leveraged
11	16	1,611	1,925	\$233,780

Data for complete project (March 2015 to March 2016)

Leverage includes volunteer time, host contributions, and value of resources leveraged in U.S.

#### ***Florida Agricultural & Mechanical University (FAMU) – Haiti***

FAMU's Small Grant project helped young agricultural entrepreneurs in Haiti improve their business skills, an important initiative given Haiti's high unemployment rate. Due to security concerns surrounding contentious elections and student protests in December 2015 that caused FAMU to suspend project, VEGA approved a six-month no-cost extension to the award. The student protests also caused host Université d'État d'Haiti to drop from the project. Despite these challenges, FAMU successfully completed the project July 22, 2016. They redirected resources intended for working with Université d'État d'Haiti into an extra volunteer assignment, bringing their total to 14. Through these assignments, FAMU helped its beneficiaries generate gross sales of \$3,287 from the newly established student Small Enterprise Development groups over the LOP.



Volunteers Fielded	Hosts Strengthened	Persons Trained	Persons Directly Assisted	Value Leveraged
14	3	1,156	1,869	\$169,085

Data for complete (March 2015 to July 2016)

Leverage includes volunteer time, host contributions, and value of resources leveraged in U.S.

#### ***NCBA CLUSA – Zambia***

NCBA CLUSA concluded its Small Grant as planned on March 22, 2016. The project exceeded the original work plan indicators, completing nine volunteer assignments instead of eight, and assisting four host organizations instead of three. Volunteers under the project provided technical assistance to smallholder farmers in the Chipata and Katete districts of Zambia's Eastern Province. Topics focused on issues impacting the peanut value chain, including aflatoxin reduction, soil fertility and soil management techniques, improved peanut seed production, value addition activities, and cooperative enterprise development and marketing. Thanks to contributions from volunteers from the Full Belly Project, NCBA CLUSA's Small Grant leveraged \$22,129 above the value of volunteer time. In addition the Full Belly Project volunteers, Jock Brandis and Randy Shackelford, received 2015 Volunteer Service Awards from VEGA.

Activities conducted under this Small Grant were well-received and generated a number of public outreach opportunities during the reporting period, including:

- VEGA Volunteer Service Award Winners, 2015: <http://vegaalliance.org/success-stories/jock-brandis-and-randy-shackelford-2015-volunteer-service-award-winners/>
- Volunteer Profile - Mollie Moisan: <https://www.ncba.coop/ncba-international/1412-ncba-clusa-member-returns-to-africa-for-another-farmer-to-farmer-assignment>
- VEGA Blog- Skilled Volunteers' Impact on Global Challenges: <http://vegaalliance.org/skilled-volunteers-impact-on-global-challenges/>
- NCBA CLUSA Blog - NCBA CLUSA member returns to Africa for another Farmer-to-Farmer assignment: <https://www.ncba.coop/ncba-international/1412-ncba-clusa-member-returns-to-africa-for-another-farmer-to-farmer-assignment>

Earlier in the year, USAID/Zambia expressed interest in continuing some activities that were implemented under the grant. VEGA supported NCBA CLUSA in discussions with the Mission about a possible follow-on program. While the Mission eventually chose not to fund additional activities as an SPSP buy-in, they are currently interested in and actively investigating continuing the work begun under the small grant through a different funding mechanism.

Volunteers Fielded	Hosts Strengthened	Persons Trained	Persons Directly Assisted	Value Leveraged
9	4	968	1044	\$101,004

Data for complete project (March 2015 to March 2016)

Leverage includes volunteer time, host contributions, and value of resources leveraged in U.S.

#### ***Tennessee State University (TSU) – Bangladesh***

Despite a challenging security situation that led to several volunteers cancelling their assignments, TSU was able to complete its Small Grant program in Bangladesh by March 26, 2016 as expected. Due to TSU's inexperience with USAID funding and volunteer-sending programs, VEGA staff invested significant time and energy in supporting TSU to successfully address security concerns, develop SOWs, navigate volunteer deployment challenges, and produce programmatic reports. Through the project, 10 volunteer experts provided training and disseminated information that encourages adoption of new and improved farming practices in Bangladesh. Volunteers worked closely with the two host organizations, Bangladesh Agriculture University and CARITAS, to present organic agricultural practices through training workshops, factsheets and a website.

TSU's F2F Small Grant generated significant interest in local (English and Bengali) media outlets and resulted in a number of articles highlighting volunteer activities. Articles published during the reporting period include:

- <http://www.bdchronicle.com/detail/news/32/23223>
- <http://www.kalerkantho.com/online/country-news/2015/09/14/268579>
- <http://www.banglanews24.com/fullnews/bn/425351.html>
- <http://www.breakingnews.com.bd/articles/campus/breakingnews.67771.details>
- <http://www.1newsbd.com/2015/09/14/105463>
- <http://www.bartabazar.com/archives/47510>
- <http://www.bdanswer.com/news/236978>
- <http://gnewsbd24.com/single.php?id=26804>

Volunteers Fielded	Hosts Strengthened	Persons Trained	Persons Directly Assisted	Value Leveraged
10	2	725	742	\$47,985

Data for complete project (March 2015 to March 2016)

Leverage includes volunteer time, host contributions, and value of resources leveraged in U.S.

#### Farmer-to-Farmer 2016 Small Grants Competition and Awards

In addition to supporting existing Small Grantees VEGA released RFA 2016-1 on January 27, 2016 to solicit proposals for new Small Grant projects. VEGA announced the RFA using its F2F mailing list, Farmer-to-Farmer.org, Facebook, Twitter,<sup>1</sup> and on the vegaalliance.org website. Questions on the RFA were due February 2, 2016, and answers to these questions were released on February 4. Concept Papers for this RFA were due by February 18, 2016. Twenty-three Concept Papers were received, and all met minimum qualifications. Four of the Applicants were MSOs.

A Proposal Evaluation Committee (PEC) consisting of three independent reviewers evaluated the Concept Papers and met on March 1, 2016 to recommend which applicants move to the Full Application Stage. They selected 10 of the 23 Applicants to be invited to submit full applications.

A feedback memo was provided to all successful and unsuccessful Concept Papers Applicants. In addition each applicant was offered the opportunity to request a debrief call with the SPSP Project Director. Six organizations took advantage of the debrief call. Applicants competing under the MSO set-aside were offered additional support in the Full Application stage. These organizations were offered to submit drafts of their Full Applications to the SPSP Project Director and receive feedback via a call before April 11, 2016. Two of the three organizations took advantage of these additional services.

Full Applications were due on April 14, 2016. Only nine out of the ten organizations submitted concept papers, and each application was reviewed by VEGA and was found to meet the minimum qualifications required in the RFA. All 9 applications were forwarded to the PEC on April 15, and the committee convened on April 29, 2016 to discuss the applications. They recommended five applicants receive awards:

1. **Engineers without Borders (SG2016-1)** – Farmer-to-Farmer: Improving the Sustainability of Kosovo Agriculture
2. **Browse and Grass Growers Cooperative (SG2016-2)** – Common Pastures: Sustaining Flocks, Farms, and Families Project

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<sup>1</sup> <https://www.facebook.com/Farmer2Farmer> and Farmer-to-Farmer, respectively.

3. **NCBA CLUSA (SG2016-3)** – Farmer-to-Farmer Special Program Support Project for Madagascar: Addressing Vanilla through Cooperative Enterprise (ADVANCE)
4. **Florida Agricultural & Mechanical University (SG2016-4)** – FAMU India Farmer-to-Farmer Climate Smart Agriculture Project
5. **Florida Atlantic University (Grant Not Issued)** – Farmer-to-Farmer Support for Aquaculture in Kenya Project

In May 2016, VEGA convened a conference call with all apparently successful applicants to present the background and structure of Farmer-to-Farmer, SPSP, and VEGA's role; reporting requirements under small grant awards; and resources available to implementers. Based on recommendations made in the Lessons Learned I special study, VEGA also developed and distributed a Small Grants 2016-1 Onboarding Packet (Annex 4) and Standard Indicator Training Summary (Annex 5) to better assist Small Grantees with management of their awards, including collecting and reporting on F2F Standard Indicators.

#### ***Engineers without Borders USA (EWB) – Kosovo***

EWB is implementing the Farmer-to-Farmer: Improving the Sustainability of Kosovo Agriculture in partnership with the existing Kosovo Agricultural Growth and Rural Opportunities (AGRO) in Kosovo. The project responds to engineering needs identified by AGRO stakeholders, and the ultimate goal is to identify engineering solutions that are appropriate to the needs of host organizations operating across targeted value chains to reduce costs associated with production.

The project began on June 15, 2016 and will last one year. By the end of FY2016, EWB had completed two milestones and one volunteer assignment. In addition, two other long-term volunteers are currently in Kosovo, but did not complete their assignments before the end of the fiscal year. Over the life of the project, EWB will place 8 long-term volunteers (3-month assignments) and 9 short-term volunteers. EWB's program is unique in that volunteers will spend a significant amount of time directly assisting owners or managers of agribusinesses in Kosovo. Therefore, the program will have a high number of volunteer days, but a low number of persons trained and directly assisted. Although this format differs from other Small Grants, EWB and VEGA are confident the volunteer assistance will have high impact.

Volunteers Fielded	Hosts Strengthened	Persons Trained	Persons Directly Assisted	Value Leveraged
1	1	0	4	\$16,037

Data for project to-date (June 2016 to September 2016)

Leverage includes volunteer time, host contributions, and value of resources leveraged in U.S.

#### ***Browse and Grass Growers Cooperative (BGGC) – Mali***

The Common Pastures: Sustaining Flocks, Farms, and Families project (CPF3P) is a follow-on project from BGGC's successful small grant under the 2015 cycle. The program will be a collaboration between BGGC's members and low-resource farmer cooperatives in the Koulikoro, Sikasso, and Ségou regions of Mali based on the concept of farmers helping farmers and cooperatives helping cooperatives. The goal of the project is to increase Malian farmers' profits through training and implementation of sustainable, small ruminant production and marketing practices.

The project began on June 15, 2016, and BGGC finalized their work plan and completed their first milestone in July. Their first volunteer assignment was not complete by the end of the reporting period, but BGGC will place 10 volunteers over the life of the project.

#### ***NCBA CLUSA – Madagascar***

NCBA CLUSA's Farmer-to-Farmer Special Program Support Project for Madagascar: Addressing Vanilla through Cooperative Enterprise (ADVANCE) provides volunteer technical assistance to producer organizations in the Vatovavy-Fitovinany and Sava Regions of Madagascar. The project is a partnership with the existing Fararano Project, McCormick, and other private sector actors. Volunteers will assist 300 smallholder vanilla farmers to organize themselves into cooperatives that will provide member services under the Program Sub-Element: Agribusiness and Producer Organizations. At the end of the project, small and

medium-scale vanilla farmers will sustainably increase their annual income through producer organization member services.

The project began on July 5, 2016, and activities during the reporting period focused on work plan development. Due to shifting partner priorities and remote host locations, it has taken longer than anticipated to finalize host organizations and volunteer assignments. As a result of these challenges, NCBA CLUSA will work with only three hosts rather than the original four hosts planned. In addition, Per VEGA's request, NCBA CLUSA is drafting safety and security policies to specifically address "hard to reach" areas. Nevertheless, NCBA CLUSA is on track to complete 8 volunteer assignments by the end of the one-year project.

#### ***Florida Agricultural & Mechanical University (FAMU) – India***

The FAMU India Farmer-to-Farmer Climate Smart Agriculture Project will work with the National Council for Climate Change Sustainable Development and Leadership (NCCSD) and the Vivekanand Research and Training Institute (VRTI) to establish a non-formal education center on the VRTI campus at Madvi. The Center will provide a structured program of CSA service delivery to outreach clients (small farmers) to mitigate against climate shocks, introduce the use of appropriate new technologies and methods to increase productivity and income.

Since completion of FAMU's previous small grant in Haiti was delayed until July 2016, VEGA also delayed the award of the India program so that FAMU would not hold two small grants at the same time. The award was issued on September 28, 2016, and 14 volunteer assignments are planned under the project.

#### ***Florida Atlantic University (FAU) – Kenya***

FAU's Farmer-to-Farmer Support for Aquaculture in Kenya Project was intended to support smallholder farmers who have requested education and training on sustainable aquaculture practices. Unfortunately, FAU experienced a number of challenges during award negotiation, including obtaining concurrence from USAID/Kenya and addressing recommendations made by the PEC for strengthening in-country support for volunteers. The proposal team was able to successfully address these challenges, but in September 2016, after VEGA provided a draft award to FAU, the university determined that the risk associated with implementing a program in Kenya was greater than they could accept given the ongoing security situation in-country. They withdrew their application on September 29, 2016.

#### **Farmer-to-Farmer Program Development Projects (PDPs)**

During the reporting period, VEGA supported three existing PDPs, which were issued in 2014 and one new PDP buy-in:

1. ***Purdue University*** – For the Farmer-to-Farmer in Colombia's Orinoquia Region project. The award is for \$699,998 and ends on September 30, 2017.
2. ***Veterinarians Without Borders*** – For the Syndromic Surveillance for Livestock Health activity in Uganda and Ethiopia. The Award is for \$1,045,000 and ends on November 30, 2016.
3. ***FAVACA*** – For the Sustainable Farm Enterprise Program activity in Jamaica. The Award is for \$699,999 and ends on April 30, 2018.
4. ***International Executive Service Corps (IESC)*** – Improving Food Safety Systems Program in Ghana. The Award is for \$2,854,418 and ends on September 15, 2018.

The three original PDPs awarded in 2013 completed their second year during the reporting period, fielding a total of 87 volunteers to Colombia, Ethiopia, Jamaica and Uganda. The buy-in PDP in Ghana began in May 2016 and placed two volunteers before the end of the fiscal year. In total during FY16, the PDPs have expended \$1,070,711 in grant funds and leveraged \$1,104,970 in volunteer time, plus additional contributions from hosts and volunteers. Throughout the year, VEGA supported the PDP implementers by discussing monthly updates and advising on emerging challenges, traveling to observe and assist projects on the ground, reviewing and providing feedback on project deliverables, and providing information about F2F best practices. Highlights for each PDP are included below, and in Annex 2. Full details about PDP activities are contained in the implementers' separate Annual Reports.

### ***Purdue University – Colombia***

The Colombia F2F project has been utilizing volunteer assignments to improve sustainable agricultural production and the marketing of agricultural products in the Orinoquia Region. Although it is an important food producing region for Colombia, many professionals and agricultural workers are very poorly trained. Purdue University works closely with its host, the University of the Llanos (Unillanos), and a number of other partners to address these challenges to agricultural productivity. Highlights from FY 2016 include:

- Completing 15 volunteer assignments for a total of 207 volunteer days with a value of \$97,290 volunteer time leveraged. During FY16, 386 individuals were trained during the volunteer assignments, and 561 people were directly assisted.
- Developing and delivering a two-week training workshop on diagnosing plant diseases based at Unillanos in October 2015.
- Supporting PROTON-Market for Life on market assessments for local food value chains, development of an IT platform to connect producers with consumers, and creation of a business plan, financial plan and marketing plan. These documents provide a firm foundation for seeking additional financial support of the project.
- Participating in the National Food Hub conference in Atlanta. The Colombian PI of the project, Alvaro Ocampo, attended and learned about the food hub approach to agricultural markets.
- The program completed 38 media events, 15 group presentations and one press release.
- Revising administrative and program management practices, including improving the scope of work template, strengthening volunteer trip reports, and streamlining communication from home office to the field.

During the reporting period, Purdue continued to maintain progress in the face of several challenges, including staff transitions, concerns about the Zika virus, and security concerns related to FARC. At the beginning of January, Andrea Burniske transitioned away from the project and was replaced by Dr. Tamara Benjamin as Program Director and Emma Charlebois as Program Manager. Emma took over as Program Director in May 2016 when Dr. Benjamin transitioned to a new position at the University. VEGA has worked closely with Purdue's staff to help them meet program and reporting requirements. Despite being behind on volunteer placements at the start of the fiscal year, Purdue has been able to catch up, completing all 15 assignments planned for the year.

See Purdue's Annual Report for additional information.

Volunteers Fielded	Hosts Strengthened	Persons Trained	Persons Directly Assisted	Value Leveraged
25	16	839	1,368	\$203,643

Data for project to date (September 2014 to September 2016)

Leverage includes volunteer time, host contributions, and value of resources leveraged in U.S.

### ***Veterinarians Without Borders (VWB) – Uganda and Ethiopia***

The Syndromic Surveillance for Livestock Health project (SSLH) aims to strengthen disease monitoring and recognition systems in Uganda and Ethiopia to improve animal health and, ultimately, human nutrition. Highlights from FY2016 include:

- VWB received its registration in Ethiopia in early 2016. Lack of registration had been delaying training and other activities under the PDP, which will be able to accelerate in the second half of this FY2016.
- In October 2015, VWB initiated a research project to estimate the prevalence of Brucellosis, Trypanosomiasis and Tuberculosis in animal populations and correlate their occurrence to presence of these diseases in people. This research is part of Dr. Graham's Fulbright work and involves 5<sup>th</sup> year clinical students from Makerere University and F2F volunteers
- A team of volunteers taught primary school students in grades 6 and 7 about disease recognition and transmission, including TB, Brucella and Trypanosome recognition in cattle and people.

VWB sends volunteers in training teams, and they have been particularly successful in placing volunteers, completing 53 assignments over the course of the year. They have also leveraged \$1,481,443 worth of volunteer time and other contributions over the life of the project. However, VWB has also faced several implementation challenges during the reporting period, which are described below in the summary of implementation challenges. Despite a support visit from VEGA in June 2016, problems identified in the administration of the program continued. These challenges, combined with reduced funding availability under SPSP, led to the decision to conclude the program on November 30, 2016 with an award ceiling of \$1,045,000.

Due to the upcoming conclusion of the VWB project, a final program report, due 45 days following conclusion of the grant, will replace the FY16 annual report.

Volunteers Fielded	Hosts Strengthened	Persons Trained	Persons Directly Assisted	Value Leveraged
83	2	6,626	8,181	\$1,481,443

Data for project to date (October 2014 to September 2016)

Leverage includes volunteer time, host contributions, and value of resources leveraged in U.S.

#### **FAVACA – Jamaica**

FAVACA's PDP, the Jamaican Sustainable Farm Enterprise Program (JSFEP), is focused developing market-driven organic value chain production, certification, and distribution systems for agricultural products that will sustainably reduce food insecurity and poverty. Highlights from FY2016 include:

- Fielding 19 volunteers to work on a variety of topics, including organic inputs, hydroponic strawberry production, tomato pest and disease management, and post-harvest handling.
- Producing a short documentary film that highlights organic farmers in Jamaica and the One One Cocoa Natural Farmer Training Program (<https://youtu.be/eVivbLOyn9I>).
- Supporting host Source Farm Foundation to sign a MoU with the Ministry of Agriculture Bodles Research station to produce a wider selection of organic seeds for the island.
- Expanding the Ujima farmer's market and establishing a second farmer's market in Portmore, adjacent to Kingston. The Ujima Farmer's Market provides an opportunity for beneficiaries to sell their goods and creates awareness of organic, local produce among Jamaicans. Read more about the Ujima market at <http://farmer-to-farmer.org/events/jamaica-ujima-natural-farmers-market-celebrates-two-years-success>.
- Receiving support from Mrs. Juliette Holness, a Member of Parliament and wife of the current Prime Minister. Mrs. Holness, sponsored an Organic Strawberry Project, which was supported by technical assistance from volunteer Dr. Carlene Chase, to help farmers in the Blue Mountain range produce strawberries for local markets.

FAVACA has consistently demonstrated its ability to deliver a strong F2F program. As the highlights above demonstrate, several project activities have provided highly-visible examples of how Farmer-to-Farmer activities are creating sustainable economic development opportunities. During the second half of the year, VEGA supported FAVACA in developing a buy-in proposal to extend the work begun under the PDP. Unfortunately, the Mission responded that funds are not currently available for an extension, but expressed continued interest and support for program activities.

See FAVACA's Annual Report additional information.

Volunteers Fielded	Hosts Strengthened	Persons Trained	Persons Directly Assisted	Value Leveraged
36	51	1,333	1,704	\$426,041

Data for project to date (October 2014 to September 2016)

Leverage includes volunteer time, host contributions, and value of resources leveraged in U.S.



### ***International Executive Service Corps (IESC) – Ghana***

The Improving Food Safety Systems Program (IFSSP) aims to improve access to markets for Ghana's farmers by strengthening the Sanitary and Phytosanitary (SPS) compliance systems for Ghanaian fruits and vegetables. Strengthening SPS systems will enable public and private sector collaboration for active growth in exports and sector productivity and profitability. The program launched in May 2016 as the first successful buy-in under SPSP. Highlights from FY2016 include:

- Successfully completing a rapid start-up, registering in Ghana, securing office space, and filling all staff positions
- Engaging all key project stakeholders, both individually and through the project's first stakeholder forum, which was held on July 21, 2016
- Being invited to join the Task Force created to address SPS shortfalls that led to the European Union's ban on chilies and other vegetables and hosting a meeting of the Task Force on August 4, 2016.

Although IESC was primarily focused on start-up activities during the reporting period, IFSSP also managed to field two volunteers and accomplish a number of key program activities. In particular, holding a successful stakeholder forum and becoming an active member of the Ministry of Food and Agriculture's Task Force are important achievements. Volunteer placements and other program activities are poised to ramp up rapidly in FY2017.

See IESC's Annual Report additional information.

Volunteers Fielded	Hosts Strengthened	Persons Trained	Persons Directly Assisted	Value Leveraged
2	0	0	42	\$11,750

Data for project to date (May 2016 to September 2016)

Leverage includes volunteer time, host contributions, and value of resources leveraged in U.S.

### **Mission Buy-ins**

An original objective of VEGA's SPSP award was securing additional support from Missions for Farmer-to-Farmer programs through a buy-in mechanism. During the reporting period, VEGA continued to work with USAID Washington and USAID/Ghana to develop a buy-in project focused on sanitary and phytosanitary issues in Ghana. RFA 2016-2 was released on January 28, 2016. Three applications were received, and a Proposal Evaluation Committee convened on March 15 to recommend a winner. The PEC recommended that IESC be awarded the PDP. In May VEGA completed negotiations and issued an award for the Improving Food Safety Systems Project (IFSSP), which will spend a total of \$2.8 million through September 15, 2018 to strengthen sanitary and phytosanitary standards and exports in Ghana.

In addition to the Ghana buy-in, VEGA has supported several SPSP grantees in discussions with the relevant Missions about buy-ins to extend their programs. These projects include NCBA CLUSA's activity in Zambia; Purdue's PDP in Colombia; and FAVACA's PDP in Jamaica. VEGA has advised these organizations on how to present the buy-in mechanism, provided support documentation to be shared Missions, provided feedback on concept papers, and produced marketing materials (blog posts and one-pagers) to feature the work of these implementers. Despite the best efforts of VEGA and its partners, no other buy-ins were completed during the reporting period. With only two years left on the current SPSP program, buy-ins are becoming less likely; therefore the time invested by VEGA staff in developing these opportunities will also be reduced in the coming year.

### **Knowledge Management**

#### ***F2F Implementers Meeting***

VEGA staff participated in the FY2016 F2F Implementers meeting, held in Washington, D.C., in December

2015. VEGA's sub-awardee, Cultural Practice, facilitated a session on the MSO Special Study, *Increasing Diversity in the Farmer-to-Farmer Program*. Additionally, VEGA collected, compiled, and disseminated notes on all sessions to the other implementers (Annex 4).

#### *F2F 30<sup>th</sup> Anniversary Learning Event*

VEGA also supported the planning of and participated in the F2F 30<sup>th</sup> Anniversary Learning Event, which was held in conjunction with the Implementers meeting in December. This two-hour learning event attracted approximately 95 participants from Farmer-to-Farmer implementers, USAID, Congress, media outlets, and volunteers. The event was held to recognize the accomplishments of volunteers and staff over the life of the program; highlight lessons learned; and to promote awareness of the program as a means to expand volunteer participation. In addition to supporting planning and management of the event, VEGA produced an event summary, which is posted to Farmer-to-Farmer.org (Annex 5).

#### *Special Study – Increasing Diversity in the Farmer-to-Farmer Program*

This special study, initiated in July 2015, was guided by an MSO-MSI Advisory Task Force to investigate how to increase participation of minority volunteers and minority serving organizations (MSOs) in the Farmer-to-Farmer Program. VEGA sub-awardee Cultural Practice was tasked with leading the study, with support from VEGA staff and the Task Force, which had representatives from Florida A&M University and Land O'Lakes International Development. The study's scope or work was presented at the 2015 Implementers Meeting to solicit feedback. The methodology included conducting key informant interviews, online surveys, and a focus group of F2F Program Directors. A draft of the report was presented at a meeting of the F2F Outreach Committee on April 7, 2016. The report was then revised and completed on April 15, 2016. The *Increasing Diversity in the Farmer-to-Farmer Program* can be accessed at <http://farmer-to-farmer.org/resources/increasing-diversity-f2f-programs>.

#### *Special Study – Lessons Learned I*

VEGA conducted a Lessons Learned I Special Study to investigate the effectiveness of SPSP, in particular its management of PDPs and Small Grants, through the first half of the Program. The study identified lessons learned and recommendations for improvements to the outreach and solicitation, grants management and capacity building of grantees. An overview of the study was shared with USAID in March, and the final report was submitted June 30, 2016. Recommendations from the study that have already been implemented include:

- Continuing \$150,000 maximum value for small grants
- Improving grantee onboarding and interaction
- Improving grants management policies, procedures, and tools
- Increasing virtual training opportunities and online resources
- Continue capacity building for small grant applicants.

Additional recommendations will be implemented throughout the remainder of the project. Please see Annex 11 for the executive summary and recommendations, and the full report can be accessed at <http://farmer-to-farmer.org/resources/vega-f2f-spsp-lessons-learned-i>.

#### *F2F Brown Bags and other Seminars*

On January 14, 2016 SPSP Program Director Laura Alexander gave a seminar presentation on SPSP to ACDI/VOCA F2F Country Directors. The presentation covered the goals of SPSP, current grants, and resources available at Farmer-to-Farmer.org.

On March 22, 2016, VEGA held a brown bag event on F2F Standard Indicator Table 3: Outcome and Impact Reporting. F2F Program Analyst Erin Baize presented the indicators contained in Table 3 and fielded questions from participants, who included both DC- and field-based F2F staff. VEGA produced a one-page summary of the presentation (Annex 8) and posted it, along with the PowerPoint presentation and recording of the session, in the resource section of Farmer-to-Farmer.org.

On June 30, 2016, VEGA held a seminar on Best Practices in Volunteer Recruitment which featured a panel discussion with recruiters from Global Communities, Partners of the Americas, Technoserve, and Catholic



Relief Services. VEGA produced a one-page summary of the discussion (Annex 12) and posted it, along with the PowerPoint presentation and recording of the session, in the resource section of Farmer-to-Farmer.org.

On July 20, 2016 SPSP Program Director Laura Alexander gave a seminar presentation about VEGA and SPSP at a stakeholders' forum for the Improving Food Safety Systems Project. Participants were eager to hear about the quality of F2F volunteers, and the presentation elevated F2F's visibility with Ghana Mission and Government of Ghana stakeholders.

On September 15, 2016, VEGA held a panel discussion on the Volunteer Perspective – What Makes a Good Assignment. During the panel, four volunteers representing assignments completed with Global Communities, IESC, NCBA CLUSA, CNFA, ACDI/VOCA, and Land O'Lakes shared their experiences and recommendations. VEGA produced a one-page summary of the discussion (Annex 13) and posted it, along with the PowerPoint presentation and recording of the session, in the resource section of Farmer-to-Farmer.org.

#### *Support Visits and Outreach to USAID Missions*

During the second half of the fiscal year, support visits were completed to Small Grant-holder FAMU in Haiti and PDP-holder Veterinarians Without Borders in Ethiopia and Uganda. These visits provided an opportunity to meet with USAID staff in Haiti, Uganda, and Ethiopia, highlight F2F program activities, and present opportunities for additional F2F activities through the buy-in mechanism. In addition, the support visits enabled VEGA to collect data for the Lessons Learned I Special Study and material for blog posts and other promotional activities. For more information, please see the Haiti trip report in Annex 16 and the Uganda/Ethiopia trip report in Annex 17.

When negotiating the new PDP in Ghana, IFSSP, as a buy-in under SPSP, VEGA requested and USAID approved two program oversight visits over the life of the program, one during start-up and another to monitor implementation and reporting. The first of these trips was completed in July 2016 to correspond with an initial stakeholder meeting requested by USAID/Ghana. For more information, please see the Ghana trip report in Annex 18.

#### **Communications**

VEGA implemented a number of improvements to its communications activities during FY2016. Farmer-to-Farmer.org continued to be populated with new resources and content. In addition, VEGA redoubled social media efforts on behalf of the F2F Program, and increasing the number of reposts and retweets from implementing partners. In May VEGA created a monthly email digest to highlight new resources and information posted to Farmer-to-Farmer.org and developed an advertisement on behalf of F2F to be run in World View magazine. Details about each activity are below.

#### *Farmer-to-Farmer.org*

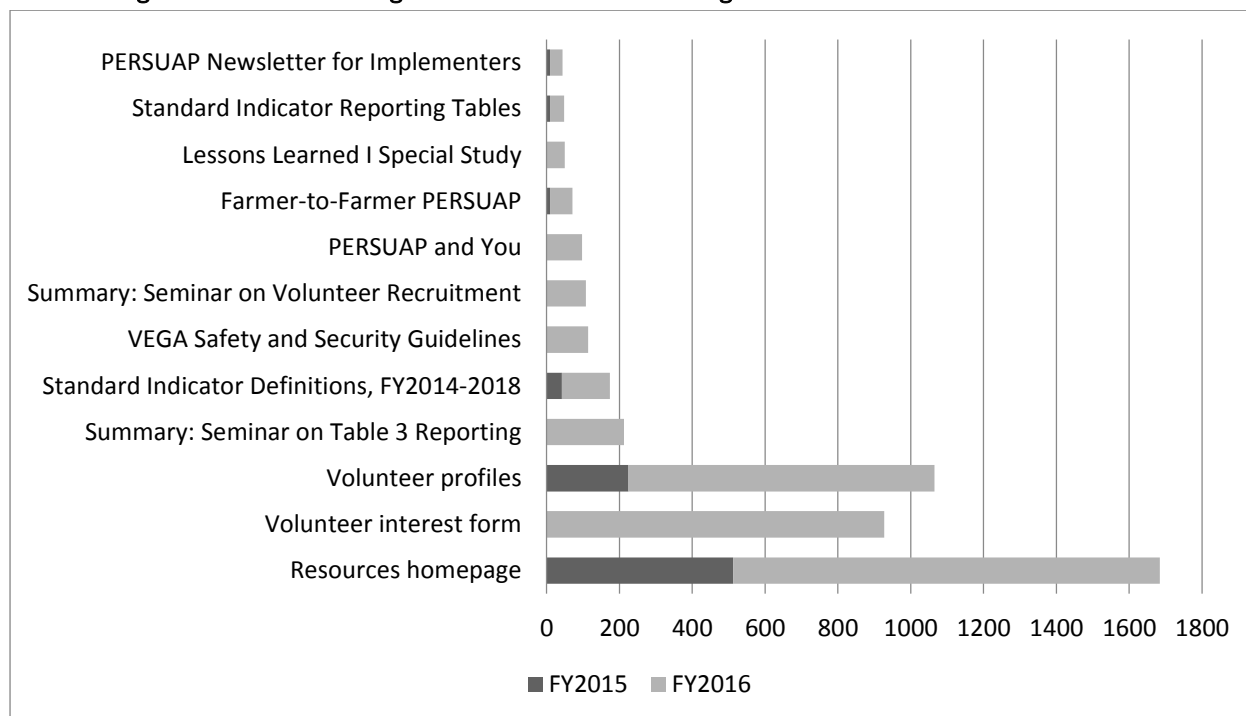
The farmer-to-farmer.org website is an important method for disseminating information with and outside the F2F community. VEGA maintains and improves the site regularly, including adding to and refreshing content. In November 2015, a new page featuring profiles of volunteers was published. There are currently 17 profiles posted, and VEGA will work with other F2F implementers in the coming year to create and post even more. Additional improvements include:

- Revising and simplifying the common volunteer application form, leading to 40 forms submitted through the site,
- Updating implementing partner information to link more directly to F2F-specific information on individual implementers' websites, and
- Uploading 53 new resources, such as the [VEGA Guide to Volunteer Safety and Security Policies and Procedures](#).

For the reporting period, 4,437 new users and 2,183 returning users visited the site. This represents a 24% increase over the 5,338 visitors from FY2015. In addition to having more visitors overall, the quality of engagement with the site has improved. The average session duration increased by 60% and the number of pages viewed in each session increased by 92% over the previous fiscal year.

The table below compares page views for select pages and resources on Farmer-to-Farmer.org. The resources homepage has had 1,684 page views since October 2015. Given the size of the F2F implementer community, this number of page views demonstrates the usefulness of maintaining a searchable database of resources for the community. Volunteer profiles have also been popular, with 1,065 page views over the past two years.

**Table 1: Page Views for Select Pages and Resources on F2F.org**



Predictably, the most popular resources are those that cover F2F standard indicators and PERSUAP. However, there has also been strong interest in other resources, in particular the seminar summaries produced by VEGA (212 views for the table 3 reporting session and 108 views for the volunteer recruitment session) and the VEGA Guide to Volunteer Safety and Security Policies and Procedures (114 page views).

In addition, resources that have been posted for more than one year actually had more views in the second year than the first. This indicates that engagement with the site has been increasing, likely due to the increased number of resources available and the usefulness of the information as different F2F deliverables, such as the annual report, come due.

Please see Annex 14 for additional information about page views for pages and resources.

#### *F2F Social Media – Facebook, Twitter and LinkedIn*

To date, the F2F has 772 Twitter followers, 1,229 page likes on Facebook, and 116 members on LinkedIn. During FY16 VEGA began intensifying its efforts to promote F2F through social media outlets, and initial results have been positive. For example, the number of Tweet impressions for F2F increased by nearly 300 percent from May to June 2016. At the end of the year VEGA implemented a new tracking system that will enable more detailed monitoring and reporting of social media activities and results through the remainder of the program.

#### *Monthly F2F Digest*

The monthly digest was launched in May 2016 as a way to highlight new resources, stories, and other content on Farmer-to-Farmer.org. The goals of the digest are to share information about F2F more widely and encourage core implementers to actively contribute to Farmer-to-Farmer.org. VEGA started initially with a very small list focused on F2F implementers but expanded in August to people and organizations interested in F2F activities. Table 2 summarizes readership over the first five digests.

Table 2: F2F Digest

	<b>Deliveries</b>	<b>Opens</b>	<b>Clicks</b>
<b>May</b>	65	29	5
<b>June</b>	65	28	4
<b>July</b>	69	31	11
<b>August</b>	534	259 (48.5%)	44 (8.2%)
<b>September</b>	543	229 (42.2%)	41 (7.6%)

As Table 2 shows, the digest has been extremely successful overall. The September edition had an open rate of 42.2% and a click rate of 7.6%. This far exceeds the average for non-profit organizations (21.2% open rate and 2.3% click rate). Please see Annex 15 for an example of the F2F Digest.

### III. Summary of Implementation Challenges

VEGA has faced several challenges to the implementation of SPSP during the reporting period. These challenges, and the actions taken to address them, are summarized below.

1. VEGA was informed by USAID in the second half of the fiscal year that Life of Project (LOP) funding is expected to be below what was anticipated when the FY16 work plan was approved. VEGA realigned its budget to USAID's most recent projection: \$6,000,000 of core funds and \$3,000,000 for the Ghana PDP buy-in. Despite this challenge, VEGA has been able to minimize the effect of funding cuts on project targets. See Annex 1 for revised targets. VEGA has requested that USAID modify the SPSP award to incorporate the revised targets.
2. PDP-holder Veterinarians Without Borders faced several administrative and programmatic challenges during the reporting period. In light of less-than-anticipated funding for SPSP and ongoing VWB grant management challenges, VEGA determined to end conclude the project early.
3. FAMU experienced a setback in implementation of its Small Grant in Haiti due to student protests. In December 2015, VEGA and FAMU decided to suspend volunteer placements until the security situation improved and regular university operations resumed. By February, FAMU was able to resume its program, and VEGA issued a no cost extension so FAMU could complete all planned activities and successfully meet its targets.
4. In December 2015, the Program Director of Purdue's PDP, Andrea Burniske took another position within the university and transitioned away from the project. She was replaced by Dr. Tamara Benjamin as transitional Program Director and Emma Charlebois as Program Manager. In May 2016 Emma took over as Program Director when Dr. Benjamin transitioned to a new position in the university. VEGA has worked closely with the new staff, helping orient them to the requirements of F2F, in particular reporting and M&E. In addition, Purdue faced concerns about the Zika virus and security issues related to FARC that made volunteer recruitment particularly difficult. Despite being behind on volunteer placements at the start of the fiscal year, Purdue has been able to catch up, completing all 15 assignments planned for FY16.
5. Although Small Grantee Africare's project began according to schedule in March 2015, by June 2015 the organization had begun to miss scheduled milestone dates, targets and required deliverables. Between June and December, 2015, VEGA staff undertook significant outreach to help Africare improve its performance, including holding several meetings, phone calls, and email exchanges. Despite the assistance, milestones and deliverables remained unmet. VEGA cancelled the award in January, 2016. Africare did not report on its final volunteer assignment.
6. Small Grantee Tennessee State University experienced several challenges in implementing its project, including security issues in Bangladesh and several volunteer cancellations. VEGA worked closely with TSU on these and other issues, including improvements to TSU volunteer safety and security policies, milestone reporting, M&E data collection, and handling volunteer cancellations. Despite these challenges, TSU met its targets and completed on time.

7. Despite significant investment of staff time and resources, VEGA was not able to issue an anticipated small grant to Florida Atlantic University (FAU) for an aquaculture project in Kenya. FAU experienced a number of challenges during award negotiation, including obtaining concurrence from USAID/Kenya and addressing recommendations made by the PEC for strengthening in-country support for volunteers. The proposal team was able to successfully address these challenges, but in September 2016, after VEGA provided a draft award to FAU, the university determined that the risk associated with implementing a program in Kenya was greater than they could accept given the ongoing security situation in-country. They withdrew their application on September 29, 2016.
8. In November 2015, SPSP Program Director Eric Wallace left VEGA. Laura Alexander was brought on as the new Program Director in December.

#### **IV. Planned Activities for the Next Six Months**

1. Continue management, training and capacity building for Small Grants and PDPs.
2. Complete close-out of Veterinarians without Borders' PDP, which concludes on November 30, 2016.
3. Design an MSO-only small grants competition, including a revised RFA and outreach strategy.
4. Manage the MSO-only small grants competition and begin award negotiation with four apparently successful applicants.
5. Conduct a survey to identify seminar and special study/resource topics of interest.
6. Conduct two seminars on topics of interest to the F2F community.
7. Conduct one support visit to a 2016 small grantee, as needed.
8. Support the FY2017 F2F Implementing Partners' Meeting.
9. Conduct demand-driven special studies/ develop resources for the F2F community.
10. Continue populating Farmer-to-Farmer.org with training materials and useful information, both from VEGA, its partner organizations and the core F2F implementers to support ongoing capacity building efforts, share knowledge, and engage the public about F2F.
11. Continue activity on F2F Social Media sites, such as Facebook, LinkedIn and Twitter.
12. Develop and distribute blog posts on F2F success, profiles, and stories of interest.
13. Create and disseminate a monthly digest of activity on Farmer-to-Farmer.org.

#### **V. M & E Certification**

VEGA confirms that it has: a) used established indicators and definitions; b) participated in regular (annual) workshops reviewing indicators and M&E systems; and c) trained field staff on indicators and data collection systems. The above mentioned training sessions include extensive instruction in the collection and reporting of indicators.

#### **VI. Environmental Compliance**

VEGA and its sub-awardees have conducted no volunteer assignments that have involved pesticides during the reporting period. We have no key findings or recommendations during the reporting period regarding limitations and successes of the PERSUAP and have no recommendations for technical assistance and training needed to improve pest and pesticide management practice. VEGA has taken no action to assess and disseminate lessons learned and best practices in F2F pesticide use and management during the reporting period, nor have we assessed priority pesticide management needs in the program at large. VEGA has identified no knowledge gaps in pesticide safe use, IPM or other pesticide related issues at this time and has no recommendations regarding needed capacity strengthening.

## VIII. Small Grantee Compliance with Volunteer Background Checks

Per the recommended action on volunteer background checks made in the GAO Report on the Farmer-to-Farmer Program – “USAID Farmer-to-Farmer Program Volunteers Provide Technical Assistance, but Actions Needed to Improve Screening and Monitoring,” VEGA confirms that all F2F Small Grant recipients are conducting background checks on volunteers. Each Small Grantee:

- Does not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury or the United Nations Security designation list. All potential volunteers are screened against these and other watch lists and this provision is included in all sub-agreements, including sub-awards and contracts issued under the F2F award.
- Carries out at least two reference checks on all potential first time F2F volunteers in addition to other required screening and carries out reference checks on all repeat F2F volunteers with regard to prior F2F assignments, and additional external references if no F2F assignments have been completed within the past 24 months.
- Immediately informs the VEGA SPSP Program Director, who in turn informs the USAID AOR, of any negative F2F volunteer performance or behavior and provides information on such performance or behavior experiences to other F2F implementing organizations when contacted for reference checks on potential volunteers.

## Annex 1: VEGA Special Program Support Project Indicators

### Revised M&E Indicator Targets for VEGA SPSP Project (10/5/2016)

	<b>Revised Life of Project Targets</b> <b>(\$6M core funding + \$3M buy-in)</b>	<b>Current Reporting Period</b> <b>(10/1/2015 to 9/30/2016)</b>	<b>Life of Project to Date</b> <b>(9/30/2013 to 9/30/2016)</b>
Special Studies Completed <sup>2</sup>	7	2	5
Workshops Held <sup>3</sup>	5	2	4
Seminars Held	17	6	9
Agricultural Volunteer Programs Strengthened <sup>4</sup>	27 <sup>5</sup>	19 <sup>6</sup>	23
F2F SPSP Program Development Projects (PDPs) Implemented	4 (\$5,319,000)	4 (\$1,070,711)	4 (\$2,009,561)
F2F SPSP Small Projects Implemented	17 (\$2,230,000)	9 (\$374,500)	13 (\$1,142,500)
Volunteers Fielded	356	119	232
Host Institutions Strengthened	90	33	119
Persons Trained	16,300	8,013	15,084
Persons Directly Assisted	12,600	9,856	23,359

<sup>2</sup> Completed: MSI-1, PERSUAP Guidance, and Indicator Training Recording. MSI/MBO-II and Lessons Learned-I are currently in progress. Left to go may include but is not limited to: Value of Volunteer time, ODI Tool, Lessons Learned-II, F2F Manual, and/or Pesticide Safety Synthesis Report

<sup>3</sup> Workshops are implementers meetings and the 30<sup>th</sup> Anniversary Event. Seminars are all other events e.g. brown bags, webinars etc.

<sup>4</sup> Each Small Grantee, PDP implementer and core implementer supported by VEGA counts as one agricultural volunteer program.

<sup>5</sup> 17 small grantees + 4 PDP implementers + 6 core implementers = 27

<sup>6</sup> 9 small grantees + 4 PDP implementers + 6 core implementers = 19

**VEGA SPSP Grantees Data Summary – Cumulative September 30 2013 to September 30, 2016**

Grantee	Volunteers Fielded		Hosts Strengthened		Persons Trained		Persons Directly Assisted		Grant Funds Expended	
	FY16	LOP	FY16*	LOP	FY16	LOP	FY16	LOP	FY16	LOP
FAMU 1	0	8	0	1	0	660	0	3216	\$0	\$100,000
Haiti Coffee	0	13	0	15	0	795	0	1564	\$0	\$100,000
NCBA CLUSA 1	0	8	0	5	0	270	0	1273	\$0	\$100,000
MSU	0	10	0	1	0	80	0	279	\$0	\$100,000
Africare	1	2	1	2	10	17	67	148	\$0	\$50,000
BGGC 1	2	11	0	16	207	1611	207	1925	\$30,000	\$150,000
FAMU 2	10	14	0	3	624	1156	1125	1869	\$92,000	\$140,000
NCBA CLUSA 2	7	9	2	4	596	968	650	1044	\$75,000	\$150,000
TSU	9	10	0	2	633	725	643	742	\$75,000	\$150,000
EWB	1	1	1	1	4	4	4	4	\$42,500	\$42,500
BGGC 2	0	0	0	0	0	0	0	0	\$35,000	\$35,000
NCBA CLUSA 3	0	0	0	0	0	0	0	0	\$25,000	\$25,000
FAMU 3	0	0	0	0	0	0	0	0	\$0	\$0
Purdue	15	25	11	16	386	839	561	1,368	\$131,876	\$302,239
FAVACA	19	36	16	51	510	1333	762	1704	\$140,608	\$390,728
VWB**	53	83	2	2	5043	6626	5795	8181	\$448,312	\$966,679
IESC	2	2	0	0	0	0	42	42	\$349,915	\$349,915
<b>TOTAL</b>	<b>119</b>	<b>232</b>	<b>33</b>	<b>119</b>	<b>8,013</b>	<b>15,084</b>	<b>9,856</b>	<b>23,359</b>	<b>\$1,445,211</b>	<b>\$3,152,061</b>

\*New hosts during reporting period

\*\*Revisions expected based on final data to be submitted January 15, 2017

## Annex 2: Small Grants Volunteer Assignment Summary

SMALL GRANTS: 2015 Grantees and 2016 Grantees						
Assignment #	Volunteer Name	Country	Grant	Start	End	# Days
V-2AF-1	Tekle O. Wonarie	Zambia	SG-05	8/9/2015	8/24/2015	16
V-2AF-2	Dieu Tran	Zambia	SG-05	11/15/2015	11/28/2015	14
	<b>AFRICARE TOTAL</b>	<b>2</b>				<b>28</b>
V-2BG-1	Scott Haskell	Mali	SG-06	6/8/2015	6/25/2015	18
V-2BG-2	Bonnie Loghrv	Mali	SG-06	6/8/2015	6/25/2015	18
V-2BG-3	Harouna Maiga	Mali	SG-06	6/24/2015	8/6/2015	44
V-2BG-4	Ashton McGinnis	Mali	SG-06	7/25/2015	8/9/2015	16
V-2BG-5	Thierno Hadj Diallo	Mali	SG-06	8/1/2015	8/16/2015	16
V-2BG-6	Andres Cibils	Mali	SG-06	8/1/2015	8/19/2015	19
V-2BG-7	Richard Wiegand	Mali	SG-06	8/1/2015	8/19/2015	19
V-2BG-8	Margaret Summerfield	Mali	SG-06	8/13/2015	9/3/2015	22
V-2BG-9	Judith Moses	Mali	SG-06	8/10/2015	9/3/2015	25
V-2BG-10	Michael Lowery	Mali	SG-06	11/20/2015	12/2/2015	13
V-2BG-11	Terry Gipson	Mali	SG-06	2/9/2016	3/1/2016	22
	<b>BGGC TOTAL</b>	<b>11</b>				<b>232</b>
V-2FL-1	Trevor Hylton	Haiti	SG-07	7/22/2015	8/4/2015	14
V-2FL-2	Gohar Umar	Haiti	SG-07	7/27/2015	8/9/2015	14
V-2FL-3	LaTanya White	Haiti	SG-07	7/27/2015	8/9/2015	14
V-2FL-4	Chester Bunker	Haiti	SG-07	7/28/2015	8/9/2015	13
V-2FL-5	Velma Gwishiri	Haiti	SG-07	2/28/2016	3/12/2016	14
V-2FL-6	George Leslie Harrison	Haiti	SG-07	2/28/2016	3/12/2016	14
V-2FL-7	Lydia Andrew	Haiti	SG-07	2/28/2016	3/12/2016	14
V-2FL-8	Nicholas Miller	Haiti	SG-07	2/28/2016	3/12/2016	14
V2-FL-9	Trevor Hylton	Haiti	SG-07	4/10/2016	4/21/2016	12
V2-FL-10	Claudia Dunklev	Haiti	SG-07	4/14/2016	4/22/2016	9
V3-FL-11	Gohar Umar	Haiti	SG-07	6/12/2016	6/25/2016	14
V2-FL-12	Kamal Hyder	Haiti	SG-07	6/12/2016	6/25/2016	14
	<b>FAMU TOTAL</b>	<b>8</b>				<b>185</b>
V-2NC-1	Jock Brandis	Zambia	SG-08	9/3/2015	9/24/2015	22
V-2NC-2	Randy Shackelford	Zambia	SG-08	9/3/2015	9/24/2015	22
V-2NC-3	Bob Shumaker	Zambia	SG-08	10/15/2015	10/31/2015	17
V-2NC-4	Ryan Hottle	Zambia	SG-08	1/1/2016	1/15/2016	15
V-2NC-5	Randy Shackelford	Zambia	SG-08	1/14/2016	2/10/2016	28
V-2NC-6	Jock Brandis	Zambia	SG-08	1/26/2016	2/11/2016	17
V-2NC-7	Steve Laible	Zambia	SG-08	2/9/2016	2/23/2016	15
V-2NC-8	Charlene Nash	Zambia	SG-08	2/21/2016	3/6/2016	15
V-2NC-9	Mollie Moisan	Zambia	SG-08	3/3/2016	3/18/2016	16
	<b>NCBA CLUSA TOTALS</b>	<b>9</b>				<b>167</b>
V-2TN-1	Surendra P. Singh	Bangladesh	Bangladesh	9/10/2015	9/20/2015	11
V-2TN-2	Jose Verle Carlos Rodriguez	Bangladesh	Bangladesh	10/3/2015	10/13/2015	11
V-2TN-3	Ross Penhallegon	Bangladesh	Bangladesh	10/12/2015	10/20/2015	9
V-2TN-4	Ramone A. Arancibia	Bangladesh	Bangladesh	11/15/2015	11/27/2015	13
V-2TN-5	Usha Palaniswamy	Bangladesh	Bangladesh	12/23/2015	12/30/2015	8
V-2TN-6	Surendra Dara	Bangladesh	Bangladesh	1/15/2016	1/23/2016	9
V-2TN-7	Muamba Kabeya	Bangladesh	Bangladesh	1/22/2016	1/30/2016	9
V-2TN-8	Dilip Nandwani	Bangladesh	Bangladesh	2/20/2016	3/2/2016	12
V-2TN-9	Sammy L. Comer	Bangladesh	Bangladesh	3/10/2016	3/19/2016	10
V-2TN-10	Prabode Illukpitiva	Bangladesh	Bangladesh	3/10/2016	3/19/2016	10
	<b>TSU TOTALS</b>	<b>10</b>				<b>102</b>
V-3EB-1	Silvana Pobric	SG 2016-1	Kosovo	9/1/2016	9/22/2016	22
	<b>EWB TOTALS</b>	<b>1</b>				<b>22</b>



## Annex 3: SG 2016-1 Onboarding Packet



**USAID**  
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### Farmer-to-Farmer Special Program Support Project

## On-boarding Packet

### Small Grants 2016-1

May 2016

*Welcome to the VEGA Farmer-to-Farmer Special Program Support Project! This packet contains links and resources to assist in implementation of your Farmer-to-Farmer Small Grants program. We look forward to working with you throughout the next year to implement a successful and impactful Farmer-to-Farmer Small Grant Program.*

- Laura Alexander & Leia D'Amboise  
VEGA F2F Team

#### Contact Information:

Organization	Name	Title	Email
VEGA	Laura Alexander	VEGA F2F SPSP Director	<a href="mailto:laalexander@vegaalliance.org">laalexander@vegaalliance.org</a>
VEGA	Leia D'Amboise	Program Manager	<a href="mailto:ldamboise@vegalliance.org">ldamboise@vegalliance.org</a>
FAMU	Harriett Paul	SG Grant Director	<a href="mailto:hapaul585@aol.com">hapaul585@aol.com</a>
BGGC	Judy Moses	SG Grant Director	<a href="mailto:jmoses@pacer.org">jmoses@pacer.org</a>
EWB	Michael Paddock	SG Grant Director	<a href="mailto:Mike.Paddock@ewb-usa.org">Mike.Paddock@ewb-usa.org</a>
FAU	Martin Riche	SG Grant Director	<a href="mailto:richem@fau.edu">richem@fau.edu</a>
NCBA CLUSA	Jane Podolsky	SG Grant Director	<a href="mailto:JPodolsky@ncba.coop">JPodolsky@ncba.coop</a>

## Links to Resources

- Farmer-to-Farmer Program Manual
  - [Managing International Volunteer Programs: A Farmer-to-Farmer Program Manual](#)
- Reporting on F2F Standard Indicators
  - [Standard Indicator Definitions](#)
  - [Monitoring and Evaluation Dos and Don'ts](#)
  - [Standard Indicator Reporting Tables](#) (Please note, Small Grants only report on the highlighted yellow indicators in your award)
- Resources on PERSUAP
  - [USAID PERSUAP](#)
  - [Information for Implementers](#)
  - [Environmental Guidelines for Farmer-to-Farmer Volunteers](#) (Should be shared with all Volunteers)
  - [PERSUAP and You!](#)
- Communication and Outreach
  - [Farmer-to-Farmer Program Brochure](#)
  - [Farmer-to-Farmer Common Power Point Slides](#)
- Safety & Security
  - [VEGA Guide to Safety & Security Policies and Procedures](#)
- Volunteer Recruitment & SOW Development
  - [Winrock SOW Checklist](#)
- Business Development and Program Expansion
  - [Accessing More Farmer-to-Farmer Program](#) (for USAID)

*More helpful resources can be found at: <http://farmer-to-farmer.org/resources>*

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## Volunteer Recruitment & GAO Compliance

### The Farmer-to-Farmer General Accountable Office (GAO) Report

Requirements for organizations engaging in Volunteer Recruitment:

- Does not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury or the United Nations Security designation list. All potential volunteers are screened against these and other watch lists and this provision is included in all sub-agreements, including sub-awards and contracts issued under the F2F award.

- *Specially Designated Nationals and Blocked Persons List:*  
<https://sanctionssearch.ofac.treas.gov/>
- *United Nations Security designation list:*  
<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>
- Carries out at least two reference checks on all potential first time F2F volunteers in addition to other required screening and carries out reference checks on all repeat F2F volunteers with regard to prior F2F assignments, and additional external references if no F2F assignments have been completed within the past 24 months.
- Immediately informs the USAID AOR of any negative F2F volunteer performance or behavior and provides information on such performance or behavior experiences to other F2F implementing organizations when contacted for reference checks on potential volunteers.
  - *VEGA will inform USAID AOR on behalf of all Grantees.*

### **Monitoring and Evaluation Compliance**

Please see below for standard language for M&E Compliance. This language must be included with the Small Grant Final Report.

#### **M & E CERTIFICATION (STANDARD LANGUAGE)**

XX confirms that we have: a) used established indicators and definitions; b) participated in regular (annual) workshops reviewing indicators and M&E systems; and c) trained field staff on indicators and data collection systems. The above mentioned training sessions included extensive instruction in the collection and reporting of indicators.

### **Annexes**

All annexes can be found in your award. However, VEGA recognizes many of these are needed as word documents. Please find the relevant annexes below:

- Award Annex Two: Milestone Payment Request Form**
- Award Annex Four: Monthly Update Template**
- Award Annex Five: VEGA Farmer-to-Farmer SOW Approval Document**
- Award Annex Nine: Pesticide Evaluation Report and Safer Use Action Plan (PERSUAP) Reporting Template**

## ANNEX TWO: GRANT PAYMENT REQUEST FORM

Grantee: \_\_\_\_\_ (name of organization)

Grant #: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ (amount in US\$ currency)

Milestone Payment #: \_\_\_\_\_ (number)

Backup documentation attached (accomplishment report): \_\_\_\_\_ (description of backup)

*"The undersigned hereby certifies: a) the milestone has been achieved, b) that payment of the sum claimed as total spent in this request is proper and due and that all funds provided by VEGA have been used solely for the purposes described in the Grant and in accordance with all of the terms and conditions therein; c) that appropriate refund or credit to the Grant will be made in the event of a disallowance in accordance with the terms of the Grant, for nonperformance in whole or in part under this Grant, in the event funds are not expended, and that any interest exceeding US\$250 per year accrued on the funds made available herein will be refunded to VEGA; d) that any detailed supporting information as the Grantor may require will be furnished by the Grantee promptly upon request; and, e) that all requirements called for by the Grant have been met up to the date of this certification."*

By:

Name:

Title:

Date:

**ANNEX FOUR: MONTHLY UPDATE TEMPLATE**

# **Farmer-to-Farmer Special Program Support Project Small Grants 2016**

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*Monthly Update Report*  
*NAME OF ORGANIZATION*  
*MONTH*

**Activities accomplished last month:**

**Challenges during the last month:**

**Is there any assistance needed by VEGA? If yes, please describe:**

**Planned activities for next month:**

**Volunteer Planning and Tracking:**

*\*Note, this table should be cumulative for the life of the project*

Title of SOW	Has this SOW been approved by VEGA?	Name of Volunteer (if volunteer has been recruited)	Planned Dates of Volunteer Assignment	Does this SOW involve Pesticides use or training?	Name, title of Mission contact. Date which the mission was informed of Volunteer assignment.	Actual Dates of Volunteer Assignment (completed post-assignment)

## ANNEX FIVE: VEGA FARMER-TO-FARMER SOW APPROVAL DOCUMENT



**USAID**  
FROM THE AMERICAN PEOPLE



Org Logo

**USAID-Funded  
John Ogonowski and Doug Berøuter Farmer-to-Farmer Program  
[Name of Project]**

**Request for Technical Assistance  
Scope of Work**

**Assignment Title:  
Assignment Number:**

**Executive Summary:** Provide a 2-3 paragraph abstract of the assignment. This should include a brief statement of problem(s) to be addressed during the volunteer assignment, and skills required of the volunteer. Additional/longer information can be included in the Background or Host Information sections below.

**Background:** Include information to explain the context of the assignment and orient volunteers about the assignment.

**Host Information:** The host is the direct recipient of F2F assistance. If there are multiple hosts, provide information for each host to be assisted under the SOW. Information should include, at a minimum:

- Host name
- Address and contact information
- Host gender (refer to Standard Indicator: Output 10: Number of Host Organizations Assisted to define Host Gender)
- Host type (refer to Standard Indicator: Output 10: Number of Host Organizations Assisted to define Host Type)
- Whether the host is new under the project

**Host Organization Profile:** Provide additional information about the host, such as history of the organization, size, capabilities, assets, etc. The greater the detail, the better as a well-developed SOW can aid volunteer recruitment, orientation, and data collection. Provide only information applicable to this assignment.



**Assignment Information:**

**Type of Volunteer Assistance:** Choose an item.

*Indicate which category of assistance (standard F2F indicators) the volunteer will spend the majority of his or her time supporting. (Administrative, Business/Enterprise Development, Environmental Conservation, Financial Services, Organizational Development, Technology Transfer)*

**Number of Volunteer Experts Requested:** *The number of volunteers required to complete the assignment.*

**Expertise of Volunteer Experts Requested:** *Describe in as much detail as possible the technical and training skills needed by the volunteer to fulfill the assignment objectives. Information needed includes minimum requirements, professional affiliations, specific experience or skills, etc.*

**Objectives of the Assignment:** *Describe what kinds of impacts the host expects from this assignment -make sure they are realistic -e.g., increased sales, a new product developed; a new business plan written, new business/farm management skills. Objectives should be linked to the overall objectives of the small grant program.*

**Duration and Dates of Assignment (including travel):** *Identify specific dates or windows of opportunity with regards to crop cycles, holidays, etc. Also note any time periods that the host would not be available.*

**Expected Beneficiaries:** *Provide the following information on the expected training participants or direct recipients of volunteer assistance.*

- Estimated number of assignment participants:
- Estimated % of women:
- Average skill and education level:
- English-language capability:
- Any prior training on similar topic:

**Tasks to be Performed:** *These are the activities the expert is expected to perform in order to achieve the objectives. Include an illustrative work schedule for the volunteer (suggested table format included below).*

Prior to leaving the US:



In-country:

Activity	Location	Estimated days
Total number of days		

**F2F Pesticide Evaluation Report and Safer Use Action Plan (PERSUAP):** Indicate whether this is a PERSUAP assignment and, if so, the type: Type 1 (the assignment is expected to cover pesticide issues), Type 2 (the assignment may address some pesticide issues, but it is not a main focus), Type 3 (the assignment will probably not have any pesticide issues), or Type 4 (the assignment is supporting another USAID program).

**Working/living Conditions and Materials Needed for Assignment:** Describe the physical conditions the volunteers will encounter, such as the amount of walking/hiking to farm fields that will be required, if there will be large elevation changes, whether there will be hot or cold temperatures that may be difficult for some volunteers, etc. Please suggest what equipment and clothing the volunteer will need. This helps reduce the amount of luggage some volunteers bring. Describe need for water purification tablets, insect repellent, clothing, voltage of electricity, lack of water, etc. volunteer expert/s should be prepared for. Also, include any electronic, teaching materials, video, written information, etc. required for the assignment.

## **ANNEX NINE: PESTICIDE EVALUATION REPORT AND SAFER USE ACTION PLAN (PERSUAP) REPORTING TEMPLATE**

The following guidance and standard language should be used in all program reports.  
***Each F2F Semi-Annual and Annual report should include a PERSUAP annex, noting compliance with the F2F PERSUAP guidelines.*** This annex should include:

PERSUAP Implementation Experience – F2F Assignments: Over the period covered by this report, the project has had the following experience in implementing the F2F PERSUAP:

Assignments with Pesticides: The following Type 1 or 2 (or relevant Type 4) volunteer SOW were completed during the reporting period. (none or list as below)

1. Volunteer XXX for Assignment XXX:
  - a. One sentence general description of activities with pesticides
  - b. Key findings and recommendations on limitations/successes of F2F PERSUAP
  - c. Recommendations to F2F for additional support needed to improve pest and pesticide management practices
2. Volunteer XXX for Assignment XXX:
  - a. (etc.)

Assignments with SOWs in IPM and pesticide safer use: The following volunteer SOWs in IPM and pesticide safer use were undertaken for the F2F regional program, country program, or country project area as a whole. These differ from the individual assignments addressing pesticide use with specific hosts, which should be included in the table below. These will be relatively limited. (none or list as below)

1. Volunteer XXX for Assignment XXX:
  - a. One sentence general description of activities with pesticides
  - b. Key findings and recommendations on limitations/successes of F2F PERSUAP
  - c. Recommendations to F2F for additional support needed to improve pest and pesticide management practices
2. Volunteer XXX for Assignment XXX:
  - a. (etc.)

Needs for a PERSUAP amendment: The following needs for a PERSUAP amendment to add pesticides were identified during the reporting period. (Indicate none or list)

**F2F PERSUAP Assignment Data Table<sup>1</sup>:**

Assignment (Trip) Number	Volunteer Name	Country	Country F2F Project	PERSUAP Assignment Type	Work Directly with USAID Mission or Mission-funded Project (Type 4) – Check for Yes	Training Syllabus Sent to F2F AOR/ Mission Environmental Officer (Type 1) – Check for Yes	Training Attended by USAID (Type 1) – Check for Yes
Counts:							

Certifications of assignment and office compliance with PERSUAP guidelines:

**A. PERSUAP Compliance – F2F Assignments**

[Implementing partner] certifies that all volunteers have received the F2F Environmental Brochure. For all PERSUAP Type 1, 2 and relevant Type 4 SOWs, [implementing partner] further certifies the following have been provided to and developed by the relevant volunteers:

	Type 1 SOWs <sup>2</sup>	Type 2 SOWs <sup>2</sup>
<b>Provided to Volunteer</b>	<input type="checkbox"/> F2F PERSUAP with Attachments A - H <input type="checkbox"/> SUAP briefing with F2F field staff <input type="checkbox"/> Implementing Partner F2F PERSUAP Questionnaire <input type="checkbox"/> List of any IPM practices and any tools, forms, protocols, plans from previous volunteers <input type="checkbox"/> Host country list of approved pesticides <input type="checkbox"/> Approved pesticide list from any other applicable PERSUAPs	<input type="checkbox"/> F2F PERSUAP with Attachments B, C, F, H <input type="checkbox"/> SUAP briefing with F2F field staff <input type="checkbox"/> Implementing Partner F2F PERSUAP Questionnaire <input type="checkbox"/> List of IPM practices from previous volunteers

<b>Developed/ Provided by Volunteer</b>	<input type="checkbox"/> Syllabus for training event <input type="checkbox"/> Material Safety Data Sheets (filed in field office) <input type="checkbox"/> Any pesticides that the F2F program should be able to recommend/use which are included on an approved list <input type="checkbox"/> Limitations/successes of F2F PERSUAP <input type="checkbox"/> Recommendations for additional support on pesticide management practices <input type="checkbox"/> Recommendations/feedback on local IPM practices <input type="checkbox"/> Highly Toxic Pesticides (Attachment E)/poor pesticide practices witnessed <input type="checkbox"/> Tools, forms, protocols, plans for implementation of pesticide-related recommendations	<input type="checkbox"/> Limitations/successes of F2F PERSUAP <input type="checkbox"/> Recommendations for additional support on pesticide management practices <input type="checkbox"/> Recommendations/feedback on local IPM practices
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**B. PERSUAP Compliance – F2F Offices**

[Implementing partner] certifies that all F2F staff have reviewed the F2F Environmental Brochure for staff the fiscal year and that the following have been updated and kept on file:

	<b>Home Office</b>	<b>Field Office</b>
<b>Documents Updated and on File</b>	<input type="checkbox"/> F2F Environmental Brochure for staff <input type="checkbox"/> PERSUAP with Attachments A-I <input type="checkbox"/> Any USAID Mission- or sector-wide PERSUAP(s) for relevant country/sector	<input type="checkbox"/> F2F Environmental Brochure for staff <input type="checkbox"/> PERSUAP with Attachments A-I <input type="checkbox"/> USAID Mission- or sector-wide PERSUAP(s) for relevant country/sector <input type="checkbox"/> Host country list of approved pesticides <sup>3</sup> <input type="checkbox"/> Implementing partner F2F PERSUAP Questionnaire, with any volunteer additions <input type="checkbox"/> Material Safety Data Sheets for relevant pesticides <sup>4</sup> <input type="checkbox"/> Tools, forms, protocols, plans developed by volunteers

<sup>3</sup>Required only for PERSUAP Type 1 & 2 SOWs, and for Type 4 SOWs that follow Type 1 & 2 requirements

<sup>2</sup>If governed by F2F PERSUAP, Type 4 SOWs should follow requirements for Type 1, 2, or 3 SOWs, as most relevant

<sup>3</sup>Or, letter from host country government stating that there is no list of government-approved pesticides and noting any specific measures that should be taken when F2F volunteers recommend pesticides

<sup>4</sup>It is recommended that these documents be translated into local languages for distribution to relevant hosts and partners. Please note if they have been translated (in whole or in part), and if not, why.

- The syllabus for each training event that includes pesticide use will be submitted to the Mission Environmental Officer and the USAID F2F AOR/COR for review and comment. The AOR/COR shall consult with the BEO or relevant REA, as needed, in situations where there is no Mission Environmental Officer.
- A representative from USAID (preferably the Mission) should attend the training sessions to the extent possible.
- All Implementing Partners (IPs) will be provided with and will familiarize themselves with the environmental brochures developed for the Farmer-to-Farmer Program. The "John Ogonowski Farmer-To-Farmer Program Environmental and Natural Resource Management Issues" provides program managers with needed information on environmental policies, issues, and regulations relevant to the F2F Program. The "Environmental Guidelines for Farmer-to-Farmer Volunteers" summarizes key environmental issues and regulations as guidance to volunteers to consider all potential environmental implications of their work (attached to the F2F IEE).

## Annex 4: Small Grants Resource on Standard Indicator Reporting



# Reporting on Standard Indicators

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*VEGA Farmer-to-Farmer Special Programs Support Project*

Small Grants Program

*July 2016*

*This document is a resource for Small Grants under the Farmer-to-Farmer Special Program Support Project (F2F SPSP). It describes the Standard Indicators required of Small Grant projects – a subset of the F2F Standard Indicators – and provides links to additional training modules produced by VEGA and USAID. If you have any questions after reviewing this document and the training modules, please do not hesitate to contact the VEGA F2F SPSP team.*

The John Ogonowski and Doug Bereuter Farmer-to-Farmer (F2F) Program's primary goal is to generate rapid, sustainable, and broad-based food security and economic growth in the agricultural sector through the provision of technical assistance by US volunteers. All F2F projects are monitored through a set of Standard Farmer-to-Farmer Program Performance and Impact Indicators. The indicators serve several purposes: a) demonstrating productive use of funding allocated to the Program; b) providing data for USAID reporting on agriculture, food security, Food for Peace, and other special interest program issues; c) monitoring performance; and d) guiding design and implementation of effective and efficient program activities at the host, sub-sector, and country project levels to maximize program benefits.

There are 28 standard indicators under the F2F Program. Core Implementers and SPSP Program Development Projects (PDPs) report on all standard indicators. Because Small Grants are, on average, one-year programs, VEGA and USAID require only a subset of indicators for these projects. **Small Grantees report on ONLY 14 of the standard indicators and DO NOT report on Impact Data (Table 3).** Indicators required from Small Grants are listed in Annex Eleven of your Award and at the end of this document. Required indicators are highlighted in yellow.



## Resources and Training Modules

Below are links to resources and training modules which describe how to report on each indicator. The first section, general indicator resources, contains information about all standard indicators. Small Grant recipients can ignore guidance on indicators for which they are not required to report. The remaining sections contain **links specific to Small Grants programs**, and only reference the indicators required from Small Grant recipients. All resources are also available at [farmer-to-farmer.org/resources](http://farmer-to-farmer.org/resources).

Link	Key word Search on Farmer-to-Farmer.org
<b>Farmer-to-Farmer Program Standard Performance and Impact Indicator Definitions</b>	
<a href="http://farmer-to-farmer.org/resources/f2f-standard-indicator-definitions-fy2014-2018">http://farmer-to-farmer.org/resources/f2f-standard-indicator-definitions-fy2014-2018</a>	F2F Standard Indicator Definitions FY2014-2018
<b>About Farmer-to-Farmer M&amp;E</b>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-1">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-1</a>	Farmer to Farmer Training Session 1
<b>Farmer-to-Farmer Program Standard Indicator Reporting Tables (Excel Document)</b>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-program-standard-indicator-reporting-tables">http://farmer-to-farmer.org/resources/farmer-farmer-program-standard-indicator-reporting-tables</a>	Standard Indicator
<b>Monitoring and Evaluation Dos and Don'ts</b>	
<a href="http://farmer-to-farmer.org/resources/monitoring-and-evaluation-dos-and-donts">http://farmer-to-farmer.org/resources/monitoring-and-evaluation-dos-and-donts</a>	Monitoring and Evaluation
<b>Inputs</b>	
<b>Indicator 1: Number of Volunteer Assignment</b> <i>(Found on Table 1)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2</a>	Farmer to Farmer Training Session 2
<b>Indicator 2: Number of Volunteer SOWs</b> <i>(Found on Table 1)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2</a>	Farmer to Farmer Training Session 2
<b>Indicator 3: Number of Day of Volunteer Service</b> <i>(Found on Table 1)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2</a>	Farmer to Farmer Training Session 2
<b>Indicator 4: Type of Volunteer Assistance</b> <i>(Found on Table 1)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2</a>	Farmer to Farmer Training Session 2
<b>Indicator 5: Type of Value Chain Activity</b> <i>(Found on Table 1)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2</a>	Farmer to Farmer Training Session 2
<b>Indicator 6: Value of Host Contributions</b> <i>(Found on Table 1)</i>	

<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-2</a>	Farmer to Farmer Training Session 2
<b>Outputs</b>	
<b>Indicator 7: Number of Persons Trained</b> <i>(Found on Table 1)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3</a>	Farmer to Farmer Training Session 3
<b>Indicator 8: Number of Persons Directly Assisted</b> <i>(Found on Table 1)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3</a>	Farmer to Farmer Training Session 3
<b>Indicator 9: Number of Volunteer Recommendations Made</b> <i>(Found on Table 1)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3</a>	Farmer to Farmer Training Session 3
<b>Indicator 10: Number of Host Organizations Assisted</b> <i>(Found on Table 2)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3</a>	Farmer to Farmer Training Session 3
<b>Indicator 25: Number of Press Releases</b> <i>(Found on Table 4)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3</a>	Farmer to Farmer Training Session 3
<b>Indicator 26: Number of Media Events</b> <i>(Found on Table 4)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3</a>	Farmer to Farmer Training Session 3
<b>Indicator 27: Number of Group Presentations</b> <i>(Found on Table 4)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-3</a>	Farmer to Farmer Training Session 3
<b>Outcome</b>	
<b>Indicator 28: Value of Resources Leveraged by Volunteers in the US</b> <i>(Found on Table 4)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-4">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-4</a>	Farmer to Farmer Training Session 4
<b>Impacts (Potential Beneficiaries)</b>	
<b>Indicators 16 &amp; 13: Number of Beneficiaries</b> <i>(Found on Table 2)</i>	
<a href="http://farmer-to-farmer.org/resources/farmer-farmer-training-session-5">http://farmer-to-farmer.org/resources/farmer-farmer-training-session-5</a>	Farmer to Farmer Training Session 5



## Standard Indicator Examples

Required Indicators for Small Grants are highlighted in yellow.

Farmer-to-Farmer Program Standard Indicator Reporting Tables																											
Table 1: Volunteer and Assignment Data																											
Assignment (Trip) Number	Name	Sex	State of Residence	Occupation Category	Race/Ethnicity	Prior P2F Service	Number of Scopes of Work	Type of Volunteer Assistance	Type of Community Chain Activities	Country	Country P2F Project	Scope of Work Start Date	Scope of Work End Date	Number of Volunteer Days Completed	Value of Volunteer Time Leveraged on Assignment (U.S\$)	Estimated Value of Host Contribution (U.S\$)	Number of Persons Trained			Number of Persons Directly Assisted			Number of Volunteer Recommendations Made				
																	Male	Female	Total	Male	Female	Total	Economic	Organizational	Environmental	Financial	Total
Fiscal Year	2014																										
U-F-1	Erm Duize	F	AZ	N	W/N	N	1	T	A	Familestan	Aquaculture	9/24/2013	10/9/2013	17	\$7,990	\$657	62	38	100	70	51	121	3	2	1	0	6
U-F-2a	Cady Alex	M	IL	O	W/N	Y	3	T	T	Familestan	AET	10/12/2013	10/25/2013	12	\$5,640	\$400	15	32	47	211	228	439	6	0	0	0	6
																										Watershed Conservancy (WC) Familestan Farmers Federation	

Farmer-to-Farmer Program Standard Indicator Reporting Tables																					
Table 2: Host Data (Baseline)																					
Fiscal Year	Host	Country	Country F2F Project	Date of Baseline Assessment	Host Gender	Institution Type	Members/Owners	Employees	Clients & Suppliers	Family Members	Potential Beneficiaries			Economic Indicators			Environmental Indicator	Financial Services Indicators			Organizational Indicator
											Area of Potential Production Influence (ha)	Annual Gross Sales (Revenue) (US\$)	Annual Net Income (US\$)	Area Potentially under Improve Environmental/ Natural Resource Management (ha)	Annual Value of Rural/ Agricultural Lending (US\$)	Number of Rural/ Agricultural Loans Issued Annually					
Watershed Conservancy (WC)	Faminestan	Faminestan	Aquaculture	9/24/2013 F	N	1	74	3	385	463	6,000	500	3,033	6,000	-	-	-	-	-	2.3	
	Faminestan	Faminestan	Rural Finance	9/30/2013 G	R	1	6	150	780	937	-	-	600	-	10,000	10	10,000	10	1.7		
	Count:	2	2	Total:		2	80	153	1,165	1,400	6,000	\$ 500	\$ 3,633	6,000	\$ 10,000	10	10,000	10	2.0		

Farmer-to-Farmer Program Standard Indicator Reporting Tables															
Table 4: Outreach and Leverage															
Implementing Partner Name	Fiscal Year	Number of Press Releases			Number of Media Events			Number of Group Presentations			Total Number of Outreach Activities			Value of Resources Leveraged by Grantee and Volunteers in the U.S. (U.S.\$)	
		FY15	FY14		284	68		493	845		845	365		\$	387,098
USAID/Faminestan		237	99		521	167		522	1,210		1,210	365		\$	245,050
USAID/Faminestan															\$
Total To-Date (Date):															

## Annex 5: FY2016 Farmer-to-Farmer Implementing Partners' Meeting Notes



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# Farmer-to-Farmer Implementer's Meeting Notes

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Prepared by



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Submitted by: Laura Alexander  
Tel: 202-367-9986  
E-Mail: [laalexander@vegaalliance.org](mailto:laalexander@vegaalliance.org)

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## Farmer-to-Farmer Implementers Meeting Agenda

8:30 AM	Welcome and Introductions, Overview of Agenda ( <i>Peggy/POA</i> )
8:40 AM	FY2015 Summary - Accomplishments and GAO Report ( <i>Gary, Erin</i> )
9:15 AM	Lessons Learned Panel – <i>Bruce/CRS, Dean/LOL, DeAnn/Winrock</i>
10:00 AM	Mini-Debate #1 - Value Chain vs. Support Sector ( <i>Michael/POA, Nyambura/CRS</i> )
10:15 AM	Technical Presentations by USAID Staff
	<ul style="list-style-type: none"> <li>• NRM/Climate Change - <i>Moffat Ngugi</i></li> <li>• Nutrition and Agriculture - <i>Katherine Dennison</i></li> <li>• Input Supply Systems - <i>Mark Huisenga</i></li> <li>• Food Safety - <i>Kelley Cormier</i></li> </ul>
11:15 AM	Breakout Group: Discussion #1 (Each breakout can start with a mini-debate on the topic or go straight into a discussions of the implications for F2F)
	<ul style="list-style-type: none"> <li>• NRM/Climate Change (<i>Demian/FAVACA</i>)</li> <li>• Nutrition (<i>Hamdy/LOL</i>)</li> <li>• Input Systems (<i>Victoria/CNFA</i>)</li> <li>• Food Safety (<i>Sadie/LOL</i>)</li> </ul>
12:00 PM	Report on Initial Findings of MSO Task Force ( <i>Deborah/VEGA</i> )
12:30 PM	Lunch with speaker: Professor Ben Lough on International Volunteerism
1:45 PM	Mini-Debate #2 – Costs/Benefits of F2F Targeting Recruitment of New Volunteer Populations ( <i>Angela/Winrock, Diana/ACDIVOCA</i> )
2:00 PM	Breakout Groups: Discussion #2
	<ul style="list-style-type: none"> <li>• Project Directors - Manual Revision Process, PERSUAP and Pesticide Reports (<i>Facilitated by Gary/USAID</i>)</li> <li>• Recruiters – Background and Reference Checks, MSO Outreach Discussion (<i>Facilitated by Maria/CRS</i>)</li> <li>• Program Officers/Coordinators - Volunteer Reporting; Volunteer Recommendations (<i>Facilitated by Andi/Partners</i>)</li> </ul>
3:15 PM	Report Back on Small Group Discussion
3:30 PM	Breakout Groups: Discussion #3
	<ul style="list-style-type: none"> <li>• ICT and Applications for F2F (<i>Meredith/ACDIVOCA</i>)</li> <li>• Associate Awards – Marketing and Coordination (<i>Nona/Winrock</i>)</li> <li>• M&amp;E Q&amp;A (<i>Erin/USAID</i>)</li> </ul>
4:15 PM	Wrap Up

## FY2015 Summary and GAO Recommendations

Full presentation at:

[farmer-to-farmer.org/resources/farmer-farmer-program-implementation-summary-fy-2015](http://farmer-to-farmer.org/resources/farmer-farmer-program-implementation-summary-fy-2015)

### Key messages

- 750 volunteer assignments
- Assignments carried out in 38 countries
- 13,896 volunteer days with an estimated value of over \$6.5 million
- 887 host organizations, including 578 new hosts in FY15
- Direct formal training to 42,382 beneficiaries (44% women)
- 64,361 persons total directly assisted (42% women)
- Action has been taken on the following GAO recommendations:
  - Ensure F2F implementing partners screen volunteer candidates against terrorist watch lists
  - Develop guidance on other types of background checks IPs should perform
  - Ensure IPs systematically share negative volunteer assessment information
  - Monitor extent to which objectives and activities in SOWs are accomplished

### Pending follow-up actions from the meeting

1. F2F Good Practice Manual will be updated:
  - a. USAID will circulate the current version of the F2F Good Practice Manual
  - b. Reviewers will provide updates to F2F Good Practice Manual to USAID by February 2016
  - c. USAID will compile updates and circulate for final approval
2. USAID will initiate a periodic outreach within USAID to increase awareness of F2F resources available.
3. The Outreach Committee will consider increased outreach opportunities, as recommended in the 30th Anniversary Learning Event.
4. VEGA will circulate the “Expanding engagement with MSOs to increase the recruitment of minority volunteers in Farmer to Farmer (F2F) programs” implementation plan and draft products to solicit inputs from all implementers.
5. USAID will circulate background materials mentioned by USAID technical topic presenters.
6. VEGA will complete and circulate a summary report on the IPM.

### International Volunteering Overview – Benjamin J. Lough

Full presentation at: [farmer-to-farmer.org/resources/international-volunteering-overview](http://farmer-to-farmer.org/resources/international-volunteering-overview)

### Lessons Learned Panel

#### Land O’Lakes’ MentorCloud online portal – Dean Smith

Full presentation at:

[farmer-to-farmer.org/resources/mentorcloud-peer-peer-social-networking-platform](http://farmer-to-farmer.org/resources/mentorcloud-peer-peer-social-networking-platform)

#### Goals:



1. linked with hosts prior to and after assignments to share information to prepare the volunteer for his/her upcoming assignment;
2. source solutions that may require volunteer input prior to departure (e.g. – timely identification of a crop blight); and
3. foster longer-term information exchanges between volunteers and hosts that will sustain capacity building efforts and increase adoption of volunteer recommendations.

#### **Lessons:**

1. Out of 52 users only 8 are hosts after about a year into its implementation.
2. Bringing the host and volunteer together on the platform has proven to require a good deal of facilitation and staff-time resources.
3. Even though it offers a more dynamic experience, until now for host-volunteer connection it has only served the same purpose as email.
4. The language barrier makes it difficult or impossible for host organizations to connect with volunteers.
5. The staff time required to manage the system and ensure discussions and connections are being facilitated between hosts and volunteers is quite substantial.

#### **Winrock – DeAnn McGrew**

Scope of work review checklist at:

[farmer-to-farmer.org/resources/volunteer-scope-work-review-checklist](http://farmer-to-farmer.org/resources/volunteer-scope-work-review-checklist)

#### **Clues that your SOW is too ambitious:**

- **Deliverables across more than one link in the value chain.** If the SOW is asking one volunteer to provide concrete deliverables for more than one major link in a value chain, it is probably too ambitious. For example, asking for help with production and processing, or processing and marketing. The SOW and assignment will usually produce better results if the host/volunteer focus on one specific link or topic.
- **Objective statement is broad or high level.** This might indicate host expectations that are too ambitious, e.g. host requesting training on “integrated NRM to enhance food security in relation to gender issues.” Often also leads to unclear tasks/training topics.
- **Potential volunteers are confused or propose off-topic workplans.** If potential volunteers don’t know how to tackle the assignment or propose a workplan/training plan that is not what the host/field intended, the SOW might be too ambitious. Have a discussion between volunteer and field staff/host before the trip starts to clear up any ambiguity and make sure the volunteer is comfortable with the scope.
- **Lots of in-country travel.** If the SOW includes too much moving around to different towns (e.g., more than 2-3 in 3 weeks), this wears down most volunteers. Similarly, if the assignment includes too many hosts (more than 2-3 in 3 weeks), most volunteers will not have time to get up to speed. Much of this also depends on the host capabilities.

#### **Things to consider:**

- Too much information about the overall objectives of the host (rather than assignment objectives) can be confusing.
- Supplying a tentative day-to-day schedule:



- Helps potential and recruited volunteers get a picture of what the field/staff host have planned. This can reduce misunderstandings in expectations, even if the schedule changes closer to assignment time. In this case, we request updated schedule from field staff.
- Helps field staff think through the assignment duration, factor in travel, rest time, etc., and prepare logistics.
- In an emergency, HQ staff know if are volunteers are in the field, where, etc.
- Providing information on trainee background helps volunteers prepare materials (e.g. are they literate? Any training in agriculture? English skills?)
- Requesting training materials from volunteers in advance allows field staff to review and provide guidance and adjust to host knowledge and local situation. This also allows staff to translate key materials ahead.
- Including details about anticipated outreach opportunities.
- Creating a checklist for SOW document review (see resource from Winrock)

### Catholic Relief Services – Bruce White

Scope of work template at: [farmer-to-farmer.org/resources/volunteer-scope-work-template](http://farmer-to-farmer.org/resources/volunteer-scope-work-template)

## Technical Presentations by USAID Staff

### NRM/Climate Change - Moffat Ngugi

Full presentation at: [farmer-to-farmer.org/resources/climate-smart-agriculture](http://farmer-to-farmer.org/resources/climate-smart-agriculture)

#### Climate Smart Agriculture defined as:

- Sustainably increasing agricultural productivity and incomes;
- Adapting and building resilience to climate change; and
- Reducing and/or removing greenhouse gas emissions, where appropriate (the FAO definition uses possible).

#### Implications for programs and implementation:

1. **Sound climate data and science.** Country, Regional and Washington operating units will work together to improve our understanding of climate change impacts, and the risks that climate change pose on agro-ecosystems and food systems that are the focus of the agriculture and food security portfolio.
2. **Development of climate smart technologies and innovations.** USAID investments will help develop and increase the adoption of technologies and innovations that help achieve the climate smart agriculture objectives, and are acceptable to and benefit smallholder producers.
3. **Strengthen human and institutional capacity.** USAID will build on the capacity and knowledge of agricultural innovation systems and services that support producers and food systems to deliver climate smart agriculture practices and services.
4. **Strengthen the enabling environment.** Support and assist country governments and regional organizations to establish policies, investments and an enabling environment that facilitate climate-resilient development.

5. **Partnerships for Impact.** USAID will partner with the private sector, civil society and host governments to maximize the effectiveness of CSA investments, including the enhanced use of public-private alliances.

### Nutrition and Agriculture - Katherine Dennison

Full presentation at: [farmer-to-farmer.org/resources/nutrition-and-agriculture-overview](http://farmer-to-farmer.org/resources/nutrition-and-agriculture-overview)

#### Four planks to intensive nutrition programs:

- Regular, quality **contacts** with mothers/direct caregivers
- Behavior change **messages** reinforced by government, communities, and media
- **Nutrition-sensitive**, health, agriculture, WASH
- Improve quality and expanded collection and use of **data**

#### High impact actions:

- Special focus on the 1,000 day window from pregnancy to the child's 2<sup>nd</sup> birthday
- Maternal nutrition, optimal breastfeeding, dietary diversity, community-based management of acute malnutrition
- Integrating key WASH actions
- Improved prevention and treatment of acute malnutrition including commodities

#### Resources:

- <https://www.usaid.gov/what-we-do/global-health/nutrition/technical-areas>
- <https://www.usaid.gov/what-we-do/global-health/nutrition/1000-day-window-opportunity>
- <https://www.usaid.gov/what-we-do/global-health/nutrition/nutrition-sensitive-agriculture-nutrient-rich-value-chains>
- <https://www.usaid.gov/what-we-do/global-health/nutrition/role-nutrition-ending-preventable-child-maternal-deaths>
- <https://www.usaid.gov/what-we-do/global-health/nutrition/intensive-nutrition-programming>
- <https://www.usaid.gov/what-we-do/global-health/nutrition/water-and-development-strategy-and-multi-sectoral-nutrition>

### Input Supply Systems - Mark Huisenga

Full presentation at: [farmer-to-farmer.org/resources/input-supply-systems-overview](http://farmer-to-farmer.org/resources/input-supply-systems-overview)

- Agricultural inputs, primarily seed, fertilizer and agrochemicals, have an enormous potential to leverage the efforts of hard-working farmers;
- Better inputs can lead to higher yield, less labor, and more resistant crops;
- Improved inputs lead to greater profit;
- Raising the awareness of and improving the efficiency in use of improved technologies and inputs among poor farmers could create a high demand for these inputs;
- Lowering the transaction costs of supplying rural areas with agricultural inputs and improving the linkages between importers, wholesalers, and retailers by removing marketing inefficiencies could improve input supply systems.

## Food Safety - Kelley Cormier

- Importance of Food Safety: 1) Advances Trade; 2) Protects Public Health; 3) Enhances Food Security and Nutrition
- US Food Safety Modernization Act (FSMA)
  - Involves creation of a new food safety system
  - Broad prevention mandate and accountability
  - New system of import oversight
  - Emphasizes partnerships
  - Emphasizes farm-to-table responsibility
  - Developed through broad coalition
- FSMA opportunities within Feed the Future
  - Food Safety Capacity Building/SPS Systems strengthening
  - Private Sector Engagement
  - Innovations in traceability technology
- Resources
  - AgriLinks: [agrilinks.org](http://agrilinks.org)
  - FDA FSMA: [www.fda.gov/Food/GuidanceRegulation/FSMA](http://www.fda.gov/Food/GuidanceRegulation/FSMA)
  - Food Safety Preventive Controls Alliance: <http://www.iit.edu/ifsh/alliance>
  - Food Safety Produce Safety Alliance: <http://www.producesafetyalliance.cornell.edu>

## Breakout Discussions

### Climate Smart Agriculture

Notes not available

### Nutrition and Agriculture

The group realizes the significant potential of agricultural development to deliver good food and nutritional benefits to the poor especially smallholders. F2F mainly targets ensuring that improved agricultural practices and interventions will maximize smallholders' production and profitability which enhances their capacity to secure good sources of adequate food to their families, improve health and nutrition benefits and reduce malnutrition health risks.

The group discussed the indicators for nutrition improvement. They recommended using the indicators of the Local Health Authorities to track nutrition improvement such as high prevalence of low hemoglobin levels, in addition to a low amount of bioavailable iron in diets, may constitute the basic indicators of iron deficiency anemia in a population. Developing strategies of fortifying a vector food with iron and other supplemental elements was recommended especially for farmer women.

### Input Supply Systems

#### Challenges:

- Smallholder farmers (SHF) in developing countries sometimes have difficulty finding reliable sources of high-quality agricultural inputs
  - Seed, fertilizer, farm equipment, veterinary supplies and services
  - Extension services

- SHF's often suffer from low-productivity due to environmental factors, but also to inappropriate inputs
- SHF's have to travel long distances to get inputs, pay high prices, and have limited choices
  - Often no reliable transport
  - Travel long distances for very small amounts of inputs
  - Inputs are bought on a large-scale, not suitable for purchase for small-scale farmers
  - No extension services for education about products
  - Unsafe use of pesticides and insecticides
- Input supply stores/agro-dealers could be purchasing counterfeit inputs- people buying/selling cheap goods
  - Counterfeit hybrid seeds, poor fertilizer

#### **Discussion:**

The main issue in input supply not always around access, often it's about input quality. In some developing countries, inputs are being provided in innovative and accessible ways, and the main issue is access of improved seed varieties.

Counterfeit inputs are a serious and very prevalent issue. There is an ongoing USAID study being done in Uganda researching how counterfeit goods make it to smallholder farmers. The study is measuring the efficacy of different ways of mitigating the reach of counterfeit goods such as scratch off barcodes on fertilizer or seed packages, and trying to ensure valid certification of products. A point was brought up around smallholder farmers buying smaller amounts of inputs than typically packaged, and then the input suppliers repackaging inputs in smaller quantities. Is this safe? Is this still certifiable?

The question was raised about whether volunteers could make accurate recommendations around specific inputs. One implementer thought that this wouldn't be possible, as the volunteer has limited knowledge of the landscape, but another point was raised that the field staff could accurately gain information about appropriate and affordable inputs available.

A question was asked around new technologies, improved seed varieties, and herbicides. What is being done for input suppliers to access these new technologies? If these work with cash crops they could make a huge difference in adoption with SHF's.

Mark stressed the point that farmer awareness, buyer awareness, and marketing awareness could help improve input supply systems.

#### **How can Farmer-to-Farmer help strengthen input supply systems?**

- It can be a goal of Farmer-to-Farmer volunteers to raise the awareness of and improve the efficiency of use of improved technologies and inputs among the hosts, thereby creating a high demand for these inputs;
- Volunteers could improve the linkages between suppliers and small-holder farmers;
- Continuity of working with key clients → smallholder farmers
- Train trainers to give technical training (for a fee, to encourage sustainable entrepreneurship)
- Work with countries to establish industry-recognized certification of agro dealers



- Training for new agro dealers on working capital, inventory control, sales and marketing, record keeping and managing business relationships
- Demonstration activities
  - Facilitate education of agro-dealers for buying appropriate inputs
  - Facilitate education of famers to buy and use inputs properly
- Economic empowerment to support agro-dealers
- Enterprise assignments focused on financial and business management, marketing, etc.
- Adapt inputs to local production, markets and entrepreneurs to support the needs of SHF's
- Input suppliers could further increase sales by holding farmer field days in which they demonstrate the appropriate use and storage of improved seeds and inputs.
- For instance, a value chain approach to improving access to inputs could identify input suppliers who have access to small-scale farmers and create a certification system that turns an input supply depot into an agricultural information hub.

#### **Benefits**

- Agricultural entrepreneurship
- Profitable and sustainable business to service small holders
- Improved crop-production and increased incomes for SHF's due to better inputs/improved education on inputs

#### **Food Safety**

Implementers involved in food safety seem to be working with hosts at every level in value chains from smallholder farmers to SMEs to associations to larger farms to food processors and packagers. Some of the challenges that organizations have experienced in food safety assignments are:

- Finding volunteers for food safety assignments because of the high degree of specialization often required, which reduces the pool of qualified volunteers;
- Food safety experts can be highly paid and are generally unwilling to work as a volunteer;
- Divergent perceptions of what food safety standards should be - Volunteers may have a stricter idea of standards than what the host organization is aiming for, leaving the host organization feeling like the volunteer was too hard on them;
- It is sometimes difficult to gauge the necessary level of expertise of the volunteer. One implementer gave an example of a host organization that thought that they had a higher degree of expertise than the volunteer.

Other key points discussed:

- Many assignments are not specifically on food safety, but volunteers are able to talk about and make recommendations on food safety when they see issues.
- Of the countries with F2F programs, there is a spectrum of levels of food safety capacity. Some countries need a lot more basic hygiene education and are working on issues of traceability and training on the new US regulations.

## Report on Initial Findings of MSO Task Force

*Presented by Deborah Rubin*

### How well is F2F gathering data on minority farmers?

- Currently do not have data and would be interested to have this baseline. (To set targets?)
- Historically there are few resources, a lot of discussion on this topic, but little support to move forward
- 2009-2014 first time to collect a baseline
- Minority volunteer trends have increased. Suggests F2F is doing better in this area than it might appear.

### Tacking sub-set of income levels and if this is a factor in participation in F2F

- F2F can provide economic incentives, i.e. building relationships and opportunities among business owners
- How well is the program communicating the benefits of F2F volunteering?
- Interesting to have a break out of assignment cost and economics of volunteer demographic
- Use of zip codes to gather more demographics on the areas where we are recruiting

### Have a general target to all implementers to meet

- Place targets to implementers to reach on minority recruitment.
- Should this general target be reflective of diversity of minorities? i.e., there are more Black farmers than Hawaiian farmers

### General questions presented by the group:

- Why do we want more minority volunteers?
- Why would people of a minority race/ethnicity want to volunteer?
- What are the barriers?

### Collection of volunteer self-identifying race/ethnic information

- Getting responses is a challenge, but it's unclear why.
- Difference among implementers and geographical area on self-identification reporting.

## Mini Debate: Benefits of F2F Targeting Recruitment of New Volunteer Populations

- **Expansion of technical expertise needed** (particularly when F2F engages in new fields, like AET). It is important to find new volunteers that have that expertise. New volunteers are necessary to enter into new fields/sectors.

- Potential **new partnerships/collaborations** (Thunderbird relationship) → ability to leverage more resources
- **Expansion of F2F outreach**, i.e., Serves F2F's 2nd goal of increasing public outreach and people-to-people impacts
  - Repeat volunteers reach out to their same networks upon return from their assignment, new volunteers are able to increase outreach to new networks
- Ability to target **more women and minority population** volunteers
- Exposure to multiple Americans, each with different skills and personalities, **deepens the aspect of citizen diplomacy** --a core aspect of F2F, and reinforces American diversity and generosity.
- See benefits in the last USAID evaluation (Mid-term evaluation for 2009-2013 program) May 2012:
  - Current volunteer population is **aging**
  - Benefits from **diversity**: reach new target groups
  - **Exposure**: more US citizens able to learn about US foreign assistance programs
- Some repeat volunteers decide to manage the assignment themselves and no longer follow F2F staff advice on safety or technical issues (they become overconfident). Some new volunteers more **reliable to follow field staff advice**.
- New volunteers might have **suggestions for how we can improve the program or our own volunteer management procedures**. This ensures that we as implementers continuously improve and adapt as needed

## Breakout Groups

### Project Directors

The Project Directors discussed and agreed on a process to review and up-date the F2F Good Practice Manual. The update is needed as the Manual is over ten years old. It serves as a reference for implementing partners and to help evaporators and others understand the Program and is useful for orientation for new staff. The group divided responsibility for initial review of the Manual by sections with a lead and secondary reviewer for each. It was agreed to complete all section up-dates by the end of February 2016, after which USAID will consolidate and circulate for final approval. All implementers will submit examples and samples of good practice in implementation of the volunteer program.

### Recruiters

Notes not available

### Program Officers/Coordinators – Volunteer reporting and recommendations

Group proposed emailing around trip report guidelines and recommendation forms from each implementer. They also shared a number of best practices, including:

- Before volunteers travel
  - F2F staff ensure that expectations for trip reports/recs are stated in the SOW
  - Volunteers are provided with templates and format, and also past trip reports
- When volunteers arrive in country, field staff should clarify the format and expectations for trip reports



- Some implementers take advantage of trip reports to collect additional host data – especially for hosts that are far away from the field office
- Exit interviews/debrief meetings in country
  - Volunteers take staff through reports
  - Field staff, host(s), and volunteer(s) go through recommendations together to figure out which are actionable/relevant (S.M.A.R.T)
  - 3-6 Recommendations
  - Develop with hosts an Action Plan for implementing specific recommendations, including timeline and due dates
  - Land O' Lakes format for Recommendations Forms is:
    - Observation
    - Recommendation
    - Potential Impact
  - LoL field staff put recommendations in the appropriate categories (economic, financial, etc.)
- Ways information from reports is used besides reporting to USAID
  - Ideas for next volunteer assignments
  - Tips that can be used more widely – guidelines for a particular agricultural practice for example
  - Tap into additional funds for hosts
  - Volunteer recommendations also include recommendations to implementer – not just to hosts
- How host selection influences recommendations and host action plans for adopting them
  - Some implementers decide not to work with individual farmers
  - Some implementers focus more on potential beneficiaries and/or host contributions when selecting hosts
- How is information shared?
  - Intranet portal
  - Web-based platforms that can be accessed by recruiters and field staff

## ICT and Applications

Notes not available

## LWA/Associate Awards

Each LWA holder has about \$17 million ceiling (per LWA) that can be used for Associate Awards. (There is a \$25 million ceiling, minus the \$8 million Leader awards). Exceptions to the ceiling are post-conflict countries (per USAID designation), humanitarian assistance projects (funded by OFDA), and a few other special priority countries (Iraq, Afghanistan, and S Sudan).

ACDI/VOCA expects to be close to meeting their ceiling on both LWAs soon.

USAID Missions cannot compete amongst LWA holders; the mechanism is already pre-competed.

Missions decide which LWA holder they want to engage for any associate award.

Gary notes that some USAID staff may have lingering concerns about Associate Awards, as a holdover from questions about use of the mechanisms six years ago. Other staff may not have a lot of awareness.

Gary & Erin send notes twice a year to approximately 200-250 agriculture, rural development and environment staff at USAID Missions, reminding them about the F2F LWA and encouraging its use.

The group was interested in doing more concerted outreach on this. Maybe the outreach committee can organize an Agrilinks or other event targeting USAID staff, to share info on F2F and benefits?

Gary thinks the big Feed the Future countries may have their money tied up in a few large projects that would be too big for F2F Associate Awards. And there is less Ag money for non FTF countries. –So this is a challenge. But this year, FTF missions may have unspent money and might be interested in F2F capacity building.

Gary also thinks climate change or environmental programming could be another opportunity for F2F associate awards (though still need to have a tie to agriculture).

Associate Awards should have 20% costs tied to volunteers and volunteer management; this meets the LWA requirement of “substantial volunteers”. This is a guideline; not necessary a firm percentage.

In Winrock’s experience, Associate Awards can take up to 2 years to complete. Most of the time is spent talking with the Mission and waiting for the Mission to get funding and/or to issue the RFAAA.

Implementers should keep Gary and Erin in the loop as they have conversations with Missions about Associate Award opportunities.

USAID and the outreach committee developed a handout which can be shared with Missions.

## Monitoring and Evaluation

### Resources

- M&E PowerPoint presentation:
- Standard performance and impact indicators: <http://farmer-to-farmer.org/resources/farmer-farmer-program-standard-performance-and-impact-indicators>
- Organizational development indicator: <http://farmer-to-farmer.org/resources/organizational-development-indicator-odi-final-22814>
- M&E Dos and Don’ts: <http://farmer-to-farmer.org/resources/monitoring-and-evaluation-dos-and-donts>
- Online M&E training modules: [http://farmer-to-farmer.org/resources?title=training&field\\_audience\\_tid=All&field\\_sectors\\_tid=All&field\\_tags\\_tid=258](http://farmer-to-farmer.org/resources?title=training&field_audience_tid=All&field_sectors_tid=All&field_tags_tid=258)

### Q&A Summary

**Q: What were the biggest M&E issues in FY 15?**

**A:** All host organizations included in Table 1 should also be included in Table 2 (and Table 3), and all hosts included in Table 2 should be listed for at least one assignment in Table 1. Unfortunately, this year, almost no one had a complete match up between hosts in Table 1 and Table 2, so we had a lot of

revisions to correct this. Ensuring that all hosts in Table 1 are also included in Tables 2 and 3 (and vice versa) allows us to understand how assignments lead to impacts.

**Q: Is it possible to update the definition of Indicator 16 (# of beneficiaries), which is exactly the same as Indicator 13 (# of potential beneficiaries)?**

**A:** Erin will review the language and ensure it is clear enough for continuing implementation and confirm if any changes will be made before the end of the program. For consistency in reporting, definitions are not typically adjusted mid-program. While we probably won't make changes to any indicator definitions at this stage in the program, please do submit any indicator issues that need to be adjusted for the next round of F2F—we are collecting a list of these issues and suggestions for use in designing the next round of F2F indicators.

**Q (VEGA): Is there guidance on how to calculate gender breakdown when data is not available or verified?**

**A:** Gary's guidance is to report all unknown as Males. A 50/50 breakdown is not realistic, and there is no approximation approximation/calculation, so the program will report all unknown as males.

**Q: What are the mid-term evaluation plans for the program?**

**A:** F2F will conduct both mid-term impact reporting as part of regular reporting requirements for each individual program, and a mid-term evaluation of the F2F program as a whole.

- The **mid-term impact reports** consist of reporting data on F2F impact indicators, in Table 3. These indicator tables are due on October 15, 2016 as part of annual reporting.
- The **F2F mid-term program assessment** is currently planned for Year 4 of the program (FY17), to take advantage of the data available from the mid-term impact reporting. This assessment likely will be smaller and less extensive than previous program assessments, as the FY14 GAO review covered similar ground. Previous program assessments were conducted in 2007 and 2012 and are available on the DEC.

**Q: Zeroes and Blank Cells in Reporting**

- A:**
- A blank cell indicates to USAID that the data was not entered and is missing
  - A dash (—) and a zero (0) indicate either a null value or an irrelevant indicator for that host (for instance, number of agricultural loans for a host that doesn't issue loans)
  - Do not use "N/A" or any other text in an indicator field requiring numerical data. Using text in a numerical field will create an error when the data is consolidated. Use a dash (—) or a zero (0) in a numeric data set, rather than N/A.
  - For programmatic purposes and differential uses, individual implementers may want to distinguish between zeroes ( 0 ) and dashes ( — ). POA uses zeroes where they could have measured or had an impact but did not, and uses dashes if the indicator is not applicable.

- Because of how USAID compiles the data, be sure to delete notes columns or volunteer titles before submitting data. Any notes necessary to clarify data should always and only be below the table/data.

**Q: Should host information in Table 2 be updated annually?**

**A:** No, Table 2 data is baseline data, so once a host's baseline data is entered, it should not change throughout the life of the project. If you collect data on a host in other years after the baseline, this should be reported in Table 3. Although Table 3 data is only required for the annual reports in Years 3 and 5, we will review and provide feedback on any data that is reported in Table 3 in other years. Some programs may find this useful for measuring progress and impact.

Table 2 should include all hosts for the life of the project, year by year. Include a separate year heading for each year:

Farmer-to-Farmer Program Standard Indicator Reporting Tables										
Table 2: Host Data (Baseline)										
Host	Country	Country F2F Project	Date of Baseline Assessment	Host Gender	Institution Type	Members/Owners	Employees	Potential Beneficiaries		
								Clients & Suppliers	Family Members	Total
Fiscal Year 2014										
Watershed Conservancy (WC)	Faminstan	Aquaculture	9/24/2013 F	N	1	74	3	385	463	
Yousaree Financial Services	Faminstan	Rural Finance	9/30/2013 J	R	1	6	150	780	937	
Fiscal Year 2015										
National Producers Korporation (N-P-K)	Faminstan	Legumes	12/17/2014 N/A	P	2	18	104	615	739	
Faminstan Farmers Federation	Faminstan	Horticulture	12/18/2014 N/A	C	207	12	5	1,115	1,339	
Count:		2	2	Total:		211	110	262	2,895	3,478

All hosts included in Table 2 must be reported in Table 3 as well for the impact reports in Years 3 and 5. If you don't have updated information for any host, simply report the baseline data; for a host in this circumstance, their Table 2 data would be identical to the data reported in Table 3. The rows in Table 3 should be identical to Table 2 and every host in Table 2 must be in Table 3.

If you have an exceptional circumstance where hosts have been dropped or combined due to extenuating circumstances, or if the data in Table 2 is not accurate for an exceptional reason, please contact Erin directly with the updated information and a memo with the rationale/explanation so Erin can update the master Table 2, if required.

**NOTE:** It's important for implementers to cooperate with Small Grants recipients and PDPs operating in their core countries, to ensure they have the necessary connections and information available. Share connections or information with VEGA as well, where applicable. This strengthens overall implementation of the program.



## Annex 6: Farmer-to-Farmer 30th Anniversary Learning Event Summary

# Farmer-to-Farmer 30<sup>th</sup> Anniversary Learning Event

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December 3, 2015

20 F Street NW  
Washington, D.C.

*9:00 AM to 11:00 AM*

Farmer-to-Farmer Implementers collaborated to hold a learning event in celebration of 30 years of Farmer-to-Farmer. This two-hour learning event, held in Washington D.C., attracted approximately 95 participants from Farmer-to-Farmer implementers, USAID, Congress, media outlets, and volunteers. Former F2F volunteers comprised approximately 20 percent of the attendees.



### Event Summary and Highlights

The event was held to recognize the accomplishments of volunteers and staff over the life of the program; highlight lessons learned; and to promote awareness of the program as a means to expand volunteer participation.



A panel on the “Legacy of F2F” highlighted the successes and work of the program over the past 30 years. The panel was moderated by Dr. Susan G. Schram, senior partner at SP Consulting, and was comprised of volunteers Brian Foster, Gary Geisler, Bill Nichols, and Judith Moses. Volunteers shared their experiences and fielded questions from the audience on the value of building relationships and how providing technical assistance allows agribusinesses in developing countries to move forward.

*Dr. Susan G. Schram moderates a “Legacy of F2F” panel during the 30<sup>th</sup> Anniversary Event.*



*The Honorable Douglas Bereuter gives key note address at the Farmer-to-Farmer 30<sup>th</sup> Anniversary Learning Event.*

The Honorable Douglas Bereuter, for whom the program is named, Member of Congress (1979-2004), and President Emeritus of The Asia Foundation, offered the keynote address. Former Congressman Bereuter highlighted the strong impact Farmer-to-Farmer provides on both local beneficiaries and Americans alike.

Dr. Saharah Moon Chapotin, deputy assistant administrator at USAID's Bureau of Food Security, also offered remarks to the attendees on development of sustainable, productive and equitable agriculture and food systems is a complex undertaking that benefits greatly from volunteer support with practical technical assistance in production and processing, organizational capacity development, and natural resource management.

### **Blog Carnival**

Prior to the event, in collaboration with Agrilinks, Farmer-to-Farmer implementers held a month-long social media event, the *Farmer-to-Farmer 30<sup>th</sup> Anniversary Blog Carnival*. Days leading up to the event, daily blog posts were shared on Agrilinks to highlight successes of Farmer-to-Farmer's 30 years. Thirty blogs were shared over four weeks, these blogs fell under the following themes: technology transfer, capacity development, resource management and environment, citizen diplomacy, and reflecting on 30 years of Farmer-to-Farmer. The blogs can be found through the [Agrilinks Website](#).

### **Volunteer booklet and posters**

Each Farmer-to-Farmer implementer contributed several volunteer profiles that were featured at the event. These profiles were published in a booklet and printed for display during the event.



## Annex 7: Seminar Summary: F2F Standard Indicator Table 3

### F2F Standard Indicator Table 3: Reporting on Outcomes and Impacts

Summary from VEGA SPSP Brown Bag, March 22, 2016

- Table 3 captures outputs and impacts for host organizations
- Data in Table 3 will be compared with baseline data to see change over time for individual hosts
- First chance to demonstrate what has been accomplished with hosts
- All hosts must be included – if a host is in Table 2 it must also be in Table 3
- Report actual figures, not a change or increase
- Required twice: with FY16 Annual Report and FY18 Annual Report
- List hosts in the same order as on Table 2 for comparison
- If updated data cannot be collected, report baseline data; Never report zeroes (indicates negative results)

#### Indicators

Demographics (9:20 on video)	<ul style="list-style-type: none"> <li>• Not expected to change much over time (from Table 2)</li> <li>• Allows USAID to match impact data to baseline data</li> </ul>
Actual Beneficiaries (10:30)	<ul style="list-style-type: none"> <li>• Different from potential beneficiaries – estimate the number of people <b>actually affected</b> by F2F</li> <li>• Possible to exceed baseline, but expected to be much lower than potential beneficiaries</li> </ul>
Economic and Environmental Impacts (15:15)	<ul style="list-style-type: none"> <li>• Collect revenue and income data the same way as baseline data</li> <li>• Do not double count between ‘Area under Improved Production Technology’ and ‘Area under Improved Environmental and Natural Resource Management’</li> <li>• If an activity could qualify as either economic or environmental, either apportion the land between the indicators or put it all under the one most close to the primary objective of the activity</li> <li>• Expect areas reported on Table 3 to be lower (often significantly) than baseline</li> </ul>
Financial Services (22:15)	<ul style="list-style-type: none"> <li>• Only report these for hosts that <b>issue loans</b></li> </ul>
Organizational Impacts (23:40)	<ul style="list-style-type: none"> <li>• Goal for ODI is to show change over time – higher numbers not better</li> <li>• OK to see decreased ODI at mid-term evaluation due to implementer’s greater knowledge of the host</li> <li>• Expect increase in final, but large increases not expected</li> <li>• New products/services has no counterpart in Table 2</li> <li>• Implementer should determine reasonable definition of ‘new’ and document it</li> </ul>
Recommendations (27:30)	<ul style="list-style-type: none"> <li>• Goal is to compare recommendations made to recommendations adopted</li> <li>• Don’t report too many recommendations – identify the most important ones</li> <li>• Recommendations should be included for each volunteer – except possibly in the case of group assignments</li> <li>• ‘Value of Resources Mobilized by Host’ has no counterpart in Table 2</li> </ul>

**How have implementers gone beyond standard indicators in the past?** *Mostly comes in the final report or through special studies on particular types of hosts or industries, etc. USAID appreciates implementers sharing success stories and internal evaluations.*

**How do you report on Table 3 for new hosts?** *New hosts on table 2 are not expected to have results in table 3. Report the baseline data in both tables.*

**Best practices for collecting impact data:** *Field staff should hold a fresh conversation – ask just about this year’s data, don’t set it up as a comparison or ask leading questions. Try to corroborate data with documentation (ideal) or multiple sources (individuals) within an organization. Keep notes on how any calculation is done so that it can be explained to evaluators. Share interesting information (outside of standard indicators) with USAID in reports.*

**How do you report and verifying information when hosts lack good records?** *When field staff perform baseline data collection, they should note exactly how they calculate data so a similar calculation can be used later.*

#### Resources

[Standard Indicator Definitions](#) • [Indicator Table Template](#) • [M&E Dos & Don’ts list](#) • [ODI template](#) • [M&E Training](#)



## Annex 8: FY2016 VEGA F2F SPSP Learning Calendar

### Objectives for 2016:

- Build on the success of 2015's brown bags; address topics on which participants expressed interest.
- Use technology to expand the reach of seminars.
- Record and disseminate the sessions to the greatest extent possible (notes and recordings published on F2F.org and shared through digest to implementers)

### Four scheduled events:

- **March 22, 2016 – Monitoring and Evaluation Brown Bag**  
*(standard F2F indicators, M&E do's and don'ts, crafting custom indicators, impact reporting)*
- **May 19, 2016 (Tentative) – PERSUAP Webinar**  
*(What it is PERSUAP, requirements for implementers, who to contact, the Mission perspective)*
- **July 21, 2016 (Tentative) – F2F Recruiters' Round-Table**  
*(Role of Farmer-to-Farmer.org, partnering with niche organizations, minority recruitment)*
- **September 22, 2016 (Tentative) – Current Topics in Agriculture Webinar**  
*(Topic TBD, but possibilities include aflatoxin, adaptation, or collecting data on environmental/NRM indicators)*

### Additional presentations will be scheduled as needed/desired:

- Release of safety and security guidelines
- MSO special study results briefing
- Lessons learned special study results briefing
- Other resource developed for implementers

### Other topics to consider:

- Standard Indicator Reporting (68% interested)
- PERSUAP (79% interested)
- Best practices in minority recruitment (52% interested)
- Presentations by SPSP grantees (48% interested)
- Presentations by subject matter experts/topics relevant to F2F
  - Agricultural financing and risk management
  - Local manufacture of agricultural inputs and innovations
  - Year of the pulse
  - Adaptation
- Relationships and communication with field staff
  - Capacity building
- Security plans and emergency protocols
- Associate awards-training to USAID in how to make them to F2F
- Impact reporting
- Coordinating with other volunteer programs
  - Finding and partnering with niche volunteer sources
- Recruitment resources and best practices
- Farmers cooperatives successes
- Experience collecting data on environmental/NRM indicators. How do implementers measure land area? (work plan)
- Concerns and areas for discussion for the mid-term evaluation (work plan)

## Annex 9: Increasing Diversity in the Farmer-to-Farmer Program: Special Study Executive Summary

### Executive Summary

This study, *Increasing Diversity in the Farmer-to-Farmer Program*, was commissioned by the F2F Special Program Support Project (SPSP), implemented by the Volunteers for Economic Growth Alliance (VEGA). This study looked at increasing participation of minority volunteers and minority serving organizations (MSOs).

A MSI-MSO Advisory Task Force was recruited to develop the terms of reference for this study. The study was expected to revisit the extent of minority engagement within the F2F program, investigating two related questions about how to:

- i) increase the recruitment of minority F2F volunteers; and
- ii) expand engagement with MSOs.

In contrast to previous studies, this assignment involved not only a review of the literature, but also surveys and interviews to capture the perspectives of current and potential participants to the Farmer-to-Farmer Program (see Methodology section). Special emphasis was placed on speaking with MSOs—in particular those that have not previously been involved with the F2F program—to learn about their knowledge of the program, identify the constraints they may face to participation, and the benefits of participation. In addition, minority volunteers; current home office recruiters and directors; and in-country program coordinators of organizations implementing the F2F Program were interviewed as key informants to gain insight into the study's two core questions.

From the surveys and interviews with F2F implementing organizations, MSO/MSI representatives, and former and current minority volunteers (MVs), there is general agreement, as well as some frustration, with the level of minority engagement with the program. Implementers expressed a desire for more specific guidance on how much minority participation is expected. Implementing organizations also reported that seeking specialized skill sets from potential minority volunteers comes with extra costs—especially when recruiters often do not have knowledge of the volunteers' minority status until late in the recruitment process. This issue is linked to the tension between finding new volunteers and using experienced ones.

MVs and MSO representatives express frustration at what appears to be minimal contact between the F2F program and their communities and the general lack of publicity around the F2F programs. Some also reported perceptions and concerns about being treated with less regard than other volunteers, e.g., in terms of their qualifications. A majority believed that additional support might be needed to encourage minority volunteers to participate.

All stakeholders agreed that increasing minority participation from current levels would require significant investment in the F2F program. Although few among the implementers supported the idea of setting a target for minority participation, they did feel a target could produce results, but at the expense of other priorities. There was also nearly universal agreement that virtual outreach, by itself, is not sufficient and that in-person efforts such as workshops or attendance at key conferences would be beneficial.

#### Recommendations for USAID to increase number and quality of applications from MSOs

1. Under the next Farmer-to-Farmer core award solicitation, state clearly what the Agency's **expectations** are for receipt of applications from MSOs and the proportion of sub-awards to be given to MSOs.
2. Continue the **MSO set-aside** under the Small Grant program to allow for competition within a smaller and more similar group of organizations. Consider extending the timeline of the competition, and provide more outreach and support to potential applicants in advance of deadlines.
3. Develop a plan to provide the **funding and technical support** that would achieve the recommendations above. This might include:
  - a. Following methods used by the Office of Small and Disadvantaged Business and Minority Resource Center (OSDBU/MRC) as a follow up to USAID's HBCU Engagement Plan.
  - b. Expanding the HBCU Engagement Plan to include minority-run NGOs and other categories of MSIs. This project could be undertaken jointly by USAID's Minority Serving Institutions Program, the Small Business Program, and the Bureau for Food Security.
  - c. Determining if it is possible to adapt the current USAID Mentor-Protégé program for firms to NGOs. In this program, the partners gain evaluation points in the proposal review process.
  - d. Working with OSDBU and others in the procurement process to hold informational sessions on F2F, volunteer recruitment, or more generally on meeting USAID program requirements.

#### Recommendations for USAID and core implementers to increase minority volunteer participation

1. State clearly what the Agency's **expectations** are for the desired number and/or proportion of minority volunteers, and whether all or only some of the implementers are expected to achieve them.
2. Support additional outreach to expand both **in-person and virtual exposure** of minorities to the F2F program at targeted events and in publications relevant to F2F activities. Possible avenues include:
  - a. Placing announcements in professional journals and on social media targeted to minority farmers and other agricultural professionals.
  - b. Developing and maintaining a list and calendar of professional association meetings where F2F representatives can distribute printed materials and give presentations and informational talks (Annex 4).
  - c. Tasking and resourcing SPSP to expand and maintain a list of contacts of US minority farmers and minority farmer associations (Annex 5).
  - d. Funding a dedicated staff person within USAID, or through a support project, to be the F2F minority issues representative (or other title) who would work full time to strengthen minority and MSO recruitment, not only for F2F, but also other agricultural programs.

#### Recommendations for F2F Implementers

Core implementers are currently engaging minority communities, and with additional financial support they could do even more to explain the benefits of F2F volunteering. Recommended activities include:

1. Identifying and **meeting with minority groups**, associations and organizations involved in agriculture to develop partnerships and spread information about volunteer opportunities (Annexes 4 and 5)
2. **Co-funding minority volunteers to attend annual meetings** of professional associations to share their experiences in order to increase interest and therefore recruitment of minority volunteers.
3. Working with targeted MSIs or private sector groups (Annexes 4 and 5) to **promote volunteering among alumni** and/or current employees.



## Annex 10: Lessons Learned I: Special Study Executive Summary

### *Executive Summary*

Volunteers for Economic Growth Alliance (VEGA) manages the Farmer-to-Farmer Special Program Support Project (F2F SPSP), a supporting entity for the overall F2F Program. The project aims to develop new F2F implementers, reach new volunteers, and advance learning, innovation, and growth within the program. VEGA meets these objectives, in part, through the development and management of a sub-awards program under SPSP.

VEGA embraces continuous learning and adaptation in the management of SPSP. The program is currently in year three of a five-year program. The Lessons Learned I Special Study reviews the accomplishments of the sub-awards program so far and identifies improvements that can be made in the future. VEGA has adopted many improvements since the inception of the project and will continue to learn and change through the second half of the program.

The recommendations contained in this report are based on a 360-degree examination of the sub-awards program. Data collected for the study includes reviews of reports and other primary documents, interviews, surveys, a focus group, and site visits. Recommendations of the study are organized around the three main tasks of the F2F SPSP sub-awards program: (1) outreach and solicitation, (2) grants management, and (3) capacity building of Grantees.

Study recommendations are summarized in the table below, which indicates recommendations that will be implemented by VEGA during the current SPSP, those that could be implemented with additional funding from USAID,<sup>1</sup> and those that—because of timing—can only be taken up by the next round of SPSP. Although a number of the recommendations are not new ideas, documenting them is nevertheless important. Past recommendations that have been verified objectively through this study should receive additional consideration from USAID.

Investment in the sub-awards component of SPSP represents an investment in the future of the F2F program. With relatively little money, Small Grants and PDPs result not only in successful volunteer programs but also in F2F being a more inclusive and innovative program overall.

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<sup>1</sup> In addition to the currently anticipated total funding of \$6.2 million.

	Lesson learned	Will be implemented <sup>7</sup>	Could be implemented	Future SPSP <sup>8</sup>
Outreach and Solicitation	Target outreach and solicitation efforts to a particular SPSP objective	•		
	Increase the number of available small grants		•	
	Improve Requests for Applications (RFAs) based on experience and findings	•		
	Hold a virtual Q&A for each competition	•		
	Increase Agriculture Expertise in Composition of Evaluation Committees	•		
	Reduce PEC level of effort (LOE) for proposal evaluation committee (PEC)	•		
	Encourage Mission-requested programs through PDP buy-ins			•
	Continue \$150,000 maximum for small grants	•		
	Fully fund PDPs		•	
	Allow costs of implementing volunteer recommendations		•	
	Increase number of support visits to SPSP		•	
Grants Management	Improve Grantee onboarding and interaction	•		
	<b>Error! Reference source not found.</b>			
	Improve grants management policies, procedures, and tools	•		
	Enhance relationships with PDP holders	•		
	Reduce administrative requirements of SPSP awards	•		
	Reduce expectations of PDPs to support wider F2F community		•	
Capacity Building	Increase expected LOE for grant management		•	
	Increase virtual training opportunities and online resources	•		
	Develop additional templates, tools, and resources	•		
	Continue capacity building for Small Grant applicants	•		
	Increase support for communication with USAID Missions		•	
	Enhance SPSP Grantees' engagement with the larger F2F community		•	
	Add mid-sized grants as F2F 'stepping stones'			•

<sup>7</sup> At \$6.2 million anticipated funding level.

<sup>8</sup> VEGA recommends all lessons learned also be incorporated into future program cycles.

## Annex 11: Seminar Summary: Best Practices in Volunteer Recruitment



### Best Practices in Volunteer Recruitment

Summary from VEGA & F2F Quarterly Programs Meeting, June 30<sup>th</sup>, 2016

One key aspect of both VEGA and F2F programs is the integration of volunteers. In this panel discussion, representatives from organizations that utilize volunteers discussed best practices in volunteer recruitment, tools and resources, and common challenges. Many thanks to the panel participants for contributing their time and sharing their experiences:

- **Global Communities** - Elizabeth Adams, [eadams@globalcommunities.org](mailto:eadams@globalcommunities.org)
- **Partners of the Americas** - Andi Thomas, [athomas@partners.net](mailto:athomas@partners.net)
- **Technoserve** - Meagan Moyerman, [mmoyerman@tns.org](mailto:mmoyerman@tns.org)
- **Catholic Relief Services** - Maria Figueroa, [maria.figueroa@crs.org](mailto:maria.figueroa@crs.org)

Challenges	Recommendations
Volunteer recruitment (1:05-30:42 on video)	<ul style="list-style-type: none"> <li>• Cultivate relationships over time; build recruitment into annual work plan</li> <li>• Cooperate with other NGOs in the area you are working in</li> <li>• Use advanced LinkedIn searches, including skillsets and location: USA</li> <li>• Ask for referrals from everyone you interact with including past volunteers, consultants; If someone declines a volunteer assignment, ask them to recommend a colleague</li> <li>• Keep excellent records of CVs for future; always work in recruitment mode</li> <li>• Link past volunteers with prospective volunteers to get them excited and reassure them</li> <li>• Post a general ad, casting a wide net to start, then more specific ad closer to assignment</li> <li>• Target trade groups, universities, extension services, and companies that offer sabbaticals</li> <li>• Attract people in-between jobs by advertising volunteering to diversify resume</li> <li>• Seek diaspora volunteers</li> <li>• Create alumni chapters to keep past volunteers engaged to volunteer again and give referrals; funding for chapters and frequent communication (newsletter and in-person) are very important</li> <li>• Try a Google 'power hour' – search Google and place cold calls for an hour straight</li> </ul>
Ensuring quality of volunteers (1:05-30:42)	<ul style="list-style-type: none"> <li>• Perform background checks and reference checks with other implementers</li> <li>• Screen for "nice"; volunteers are more successful if they are flexible and culturally sensitive</li> <li>• Trust field staff's judgement of a volunteer, both before and after assignments</li> <li>• Engage one volunteer at a time for scope of work to keep it simple</li> <li>• Speak to new volunteers on the phone, skype or in person to screen for people skills</li> <li>• Put volunteers in touch with field staff prior to assignment</li> </ul>
Competition for volunteer talent (32:42)	<ul style="list-style-type: none"> <li>• Rebrand to make programs more appealing</li> <li>• Build 'brand loyalty' through alumni engagement</li> <li>• Emphasize partners, beneficiaries, or benefactor (ex: Volunteer on a USAID-funded program)</li> </ul>
Timing (33:55)	<ul style="list-style-type: none"> <li>• Always have <i>at least</i> one backup volunteer</li> <li>• Take time and plan several in advance to provide flexibility</li> </ul>
Interacting with previous volunteers who didn't meet expectations (35:38)	<ul style="list-style-type: none"> <li>• Ask volunteers right away if they want to volunteer again, but specify that it's <i>not guaranteed</i></li> <li>• Do not, by default, inform volunteers that they received negative feedback</li> <li>• Analyze the roots of the problem; a volunteer might do poorly in one culture and thrive in another</li> <li>• For persistent volunteers, provide a concrete barrier to placement – common reasons are that the program is competitive or that there are targets for new volunteers</li> </ul>
Interacting with consultants vs. volunteers (39:12)	<ul style="list-style-type: none"> <li>• Use similar processes in terms of recruitment, paperwork, agreeing to assignment</li> <li>• Expect to give more support to a volunteer than you would a consultant</li> <li>• Give different assignments to different volunteers (ex: students might be more adept at research)</li> </ul>

To listen to the full panel discussion, visit: <https://youtu.be/s2Cw0Qhg-vk>



## Annex 12: Seminar Summary: Volunteer Perspective – What Makes a Good Assignment

### VEGA QUARTERLY MEETING SEPTEMBER 15, 2016 What Makes a Good Volunteer Assignment



In video at 04:45

**Volunteer:** Matt Feldman, Media and Communications Consultant

**Organization(s) he/she has volunteered for:** Global Communities

**Background:** Trained scientist, career in strategic communications in global health, photographer

**Advice:** Matt says the best assignments place the volunteer in the "thick of the action." He specifically looks for innovative/creative programs that will take him to where the stories are, right into the field. He wants organizations to show him why their work matters and more importantly, why his work will be useful. He appreciates when programs account for spontaneity and give him the freedom to sometimes divert from the plan.



In video at 11:17

**Volunteer:** Susan Gurley, Executive Director Anxiety and Depression Association of America

**Organization(s) he/she has volunteered for:** International Executive Service Corps

**Background:** Capacity-building, strategic planning, organizational operations specialist

**Advice:** Susan looks for a volunteer assignment that has clear expectations for the volunteer and the outcomes they want them to achieve. Susan also suggests the domestic organization ensure the host organization clearly understands what the volunteer is capable of to avoid miscommunication and an assignment that does not actually align with the given description. Susan appreciates an organization that has superior management, treats volunteers like professionals, and follows up with volunteers.



In video at 16:37

**Volunteer:** Dr. Amadou Makhtar Diop, CRARA Founder & President

**Organization(s) he/she has volunteered for:** NCBA-CLUSA

**Background:** Regenerative agriculture specialist, independent consultant

**Advice:** Amadou suggests the volunteer organization arrange some exchange visits so that the volunteer can see the progress that has been made from previous assignments. Amadou also suggests engaging with youth and getting them involved, if possible, to further build upon the sustainable impact of the project.



In video at 22:55

**Volunteer:** Herbert Reed, University of Maryland Extension Educator

**Organization(s) he/she has volunteered for:** CNFA, NCBA-CLUSA, ACIDI-VOCA

**Background:** Integrated pest management, pesticide and fertilizer use

**Advice:** Herb looks for assignments with a scope of work that includes detailed information about the hosts, specific goals for the assignment and audiences involved, a list of available resources and a realistic itinerary/schedule. He says a good assignment comes from a good match of SOW with volunteer skills. He suggests the organization place a heavy emphasis on finding good translators and drivers. He believes good assignments should include opportunities for cultural experiences.



In video at 33:40

**Volunteer:** Pamela Karg, Agribusiness Instructor at Armenian Agrarian University

**Organization(s) he/she has volunteered for:** NCBA-CLUSA, CNFA, Land O'Lakes

**Background:** Agribusiness teaching, communications, writing

**Advice:** Pam believes it is helpful to know what other projects are going on in the host country and wants to be able to talk to other volunteers who have previously worked on the project. She suggests that organizations get to know their volunteers in-depth so that they can look beyond their CVs and discover additional skills that could be useful. In building this rapport with their volunteers, organizations can further develop trust and cooperation.

Watch the full video at [www.farmer-to-farmer.org/resources/what-makes-good-volunteer-assignment](http://www.farmer-to-farmer.org/resources/what-makes-good-volunteer-assignment)



## Annex 13: Farmer-to-Farmer.org Page Views – Selected Pages and Resources

Webpage/Resource	Oct. 1 2014 - Oct. 1, 2015	Oct. 1, 2015 - Oct. 1, 2016	Percent change
Resources homepage	512	1172	129%
Volunteer interest form	n/a	927	n/a
Volunteer profiles	225	840	273%
Current SPSP grants	193	589	205%
Seminar summary: standard indicator table 3 reporting	n/a	212	n/a
Standard Indicator Definitions, FY2014-2018	42	132	214%
VEGA Guide: Volunteer Safety and Security Policies and Procedures	n/a	114	n/a
Seminar summary: best practices in volunteer recruitment	n/a	108	n/a
PERSUAP and You	n/a	97	n/a
Farmer-to-Farmer PERSUAP	9	62	589%
2016 Farmer-to-Farmer Good Practices Manual	n/a	50	n/a
VEGA Lessons Learned I Special Study	n/a	50	n/a
Event summary: F2F 30th Anniversary Learning Event	n/a	41	n/a
Winrock volunteer scope of work template	n/a	41	n/a
Farmer-to-Farmer 30th Anniversary media kit	9	41	356%
Farmer-to-Farmer Program Standard Performance and Impact Indicators	6	40	567%
Standard Indicator Reporting Tables	9	39	333%
PERSUAP Newsletter for Implementers	9	35	289%
Winrock volunteer scope of work review checklist	n/a	32	n/a
VEGA Increasing Diversity in Farmer-to-Farmer Programs Special Study	n/a	30	n/a
Managing International Volunteer Programs: A Farmer-to-Farmer Program Manual, 2015 update	13	30	131%
Event summary: 2015 F2F Implementing Partners' Meeting	n/a	18	n/a
Farmer-to-Farmer program brochure	7	14	100%
Environmental Guidelines for Farmer-to-Farmer Brochure	3	11	267%
VEGA Strengthening Participation of MSIs, MSOs, and Minority Volunteers in Farmer-to-Farmer Special Study	n/a	10	n/a

## Annex 14: Farmer-to-Farmer.org Update Digest – September 2016



**USAID**  
FROM THE AMERICAN PEOPLE



### Farmer-to-Farmer.org Update Digest September 2016

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This Update Digest has a new look and more ways to showcase the impact of the Farmer-to-Farmer program! Please tell us what you think and help us to highlight important news and stories by sending your ideas and updates to us at [f2f@vegaalliance.org](mailto:f2f@vegaalliance.org)!



#### **New Volunteer Stories**

Meet [Wendy Sealey](#), a volunteer from ACDI/VOCA who is training farmers in the Democratic Republic of Congo on fish feed and nutrition!



## **Lowell Sun: 9/11 pilot John Ogonowski's legacy lives on in fields worldwide**

When Ogonowski wasn't in the air, he had his fingers in the earth. And now his legacy is making a tangible impact for farmers all over the world. [Read more here.](#)



## **NCBA CLUSA Farmer-to-Farmer volunteer opportunities will open in Madagascar**

Following the successful Zambia Farmer-to-Farmer (F2F) project, which trained more than 950 farmers in 167 volunteer days, NCBA CLUSA will continue to offer opportunities to American agriculture and cooperative professionals to train smallholder farmers through a new F2F project in Madagascar. Read more on [F2F.org](http://F2F.org) or read the original post on the [NCBA CLUSA website](#).





## **Resource: Researching Effective Practices in International Volunteering (Part 1 of 3)**

Little is known about what constitutes effective practices of international volunteering for sustainable development from the perspective of partner organizations. Therefore, it is essential that effective practices for international volunteering be researched and documented to improve quality of programming and to minimize many of the risks and challenges evident in previous research. [Read more here.](#)



## **Resource: Managing International Volunteer Programs (2016), A Farmer-to-Farmer Program Manual of Good Practices**

Are you new to setting up or managing an international volunteer program? Or just looking to refine your practices? Check out this resource guide that draws from over 30 years of experience with the Farmer-to-Farmer (F2F) Volunteer Program. Since 1986, F2F has used short-term volunteer technical assistance to promote agricultural sector development, people-to-people exchanges, and wider public understanding of development issues and objective. [Read more here.](#)

## **Photos from the Field**



The F2F program in Tajikistan, implemented by ACDI/VOCA, targets Feed the Future priority areas in southern Tajikistan, a key region for agricultural production that also has some of the highest rates of undernutrition in the country. The program is helping develop producer organizations and rural enterprise. [See more.](#)

The USAID F2F program in Kyrgyzstan, implemented by ACDI/VOCA, targets opportunities for economic growth, food security, and job creation through a focus on the fruit, vegetable, and small ruminant value chains, partnering with rural enterprises, agricultural education institutions, and rural financial service providers. [See more.](#)

## Top Tweets

Check out what VEGA and the F2F Partners are talking about on Twitter! Join the conversation by clicking on a tweet below and sharing.





ACDI/VOCA @acdiovoca  
1 day ago

#Uganda #RWANU's Anna shares how learning about #sanitation has positively impacted her family: [ow.ly/aeZ1304sEAk](https://ow.ly/aeZ1304sEAk). @sydneysapper



Winrock Intl @WinrockIntl  
1 day ago

"I want to...see the fruits of (education) for my daughters." - Wilson Mbage  
#RoomToLearn #education #genderequity  
[wnrck.org/2drBZB1](https://wnrck.org/2drBZB1)



Let's highlight your volunteers! The [Volunteer Stories](#) page needs more friendly faces. Please send volunteer profile information and a picture to us at [f2f@vegaalliance.org](mailto:f2f@vegaalliance.org) and we will get it posted. Please also flag your press and resources so that we can share on [Farmer-to-Farmer.org](#) and in this newsletter!



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## Annex 15: Trip Report: Support Visit to Small Grantee FAMU

### Trip Report - Haiti, April 19 to April 23, 2016

*Leia D'Amboise, VEGA Program Manager*

#### **Background:**

*VEGA F2F SPSP has awarded two phases of small grants to Florida Agricultural and Mechanical University (FAMU) to implement FAMU Haiti Farmer-to-Farmer Special Program Support Project. Between the two awards, the program has been running for two consecutive years at a total funding of \$250,000. FAMU is currently implementing the second award, which concludes July 22, 2016.*

*One of the core objectives of VEGA F2F SPSP is capacity building of new organizations. Throughout the duration of this program, VEGA has not conducted a support field visit to a small grantee. Although VEGA Grant Managers interact on a weekly basis with grantees, the knowledge of impact of the programs on the ground is limited. This trip would support F2F Small Grantee FAMU, provide additional oversight of this award, allow the Grants Manager to identify ways to better support FAMU, and extrapolate these learning to the other small grant programs.*

*Furthermore, as part of the VEGA F2F SPSP award, VEGA conducts periodic special studies on behalf of the Farmer-to-Farmer Program. In the 2016 Workplan, approved by USAID, VEGA will conduct a Lessons Learned I study. This study will evaluate the management, performance, and impact of SPSP's grants program, including small grants. Through this evaluation, VEGA will identify lessons learned, best practices, and recommendations to more effectively and efficiently manage and support VEGA grants. Findings will be shared with to the Farmer-to-Farmer community and the International Development Community as a whole.*

#### **April 20, 2016**

##### *Volunteer Observation – Horticulture Specialist*

Traveled to Universite Caraibe's Delmas Campus, the site of the FAMU F2F program. I observe, Mr. Trevor Hylton, a FAMU volunteer under the Agriculture/Horticulture Small Project Specialist SOW. Mr. Hylton had been in country since April 10, working with students in both the Delmas Campus and Montouris Campus (1 hour drive from Port au Prince).

During my observation Mr. Hylton was on his last day in country. He was assessing the progress made on the urban garden in the Delmas campus. Mr. Hylton was very pleased that the students followed his recommendations strictly and was optimistic about the success of the urban garden.

##### *Meeting with UC*

After the volunteer observation I sat down with Ms. Marjoto Mathurin, Univerisie Carabie's Vice Rector and the FAMU F2F in-country coordinator. The interview was informative and lead to several key findings which will advise recommendations to improve VEGA's grant management for the F2F SPSP Lessons Learned Study.

##### *Meeting with Volunteer – Trevor Hylton*

I also sat down with Mr. Hylton to briefly discuss this assignment, any challenges, and over all perceptions of the F2F program as a volunteer.

**April 21, 2016**

*Volunteer Observation – Poultry Production Specialist*

I traveled to Université de Caraïbe's Montouris campus to observe FAMU volunteer, Claudia Dunkley. Ms. Dunkley is a poultry expert, training the UC students in correct poultry care for their small businesses. The Montouris campus is a rural campus outside of Port au Prince. I observed Ms. Dunkley's training on bio safety standards for poultry. Following this training Ms. Dunkley went with the students to the chicken house to assess the recommendations made the previous day.

Ms. Dunkley expressed some frustration during her assignment. The chickens did not arrive until the last day and Ms. Dunkley had been on assignment for a week. Although she understood that some of these things are out of UC's control, not having the chickens physically present made the trainings more difficult and in some cases impossible to conduct certain demonstrations. What was more concerning was the students did not complete the tasks Ms. Dunkley asked them to do in preparation for the chick's arrival. For example, she was disappointed to see the chicken house was not cleaned and the students did not follow instructions to add heat to the chick's coop. In addition, when trying to communicate the importance of these, the students proceeded to argue with Ms. Dunkley questioning her expertise.

Although this can be considered a "normal" challenge when working in Haiti, I felt if a faculty member or person of authority was present for these trainings, this would help in communication with students. During my observation no faculty member was present. When asked Ms. Dunkley if she had a faculty member's assistance and attendance in the training she stated she has not seen any faculty members. This is also concerning for the sustainability of the program, as there is no "training of trainers." In addition, this is inconsistent with what Ms. Mathurin explained how the program typically runs.

**April 22, 2016**

*Meeting with State University Faculty of Agriculture and Veterinary Medicine*

In the morning I traveled to the State University to meet with the Faculty of Agriculture and Veterinary Medicine (FAVM) representative, Professor Carvil. The State University was the third host of FAMU small grant. This host dropped out of the program in January. The purpose of this meeting was to learn from FAVM's perspective why they could not continue with the program and learn more about their overall relationship and participation in the program.

Professor Carvil stated due to student protest that the University's schedule and harvest season is out of sync, they cannot accommodate volunteers. This is consistent with what FAMU has communicated to VEGA

When asked about proposal collaboration and development, it was clear that FAVM was involved and understood their role in the program. However, I was not sure if they fully understood what the volunteers would provide and the level of technical expertise that would be transferred through this program. However, it should be noted volunteer assistance could be difficult to understand having never implemented a F2F program before. Overall, I felt FAVM understood the purpose and benefits of the program.

Although volunteers did visit the site and make recommendations, no trainings were held. Professor Carvil stated he would be interested in working with F2F again once the University is back on track.

*Meeting with USAID*

Ms. Mathurin and I met with USAID/Haiti Senior Agriculture Specialist, Mr. James Woolly. Mr. Woolly is aware of F2F, having worked closely with Partners of the Americas for several years. He is also aware of

FAMU's program, having met with them twice over the two years of implementation. However, he did not have significant knowledge of the Special Program Support Project.

I first introduced the Special Program Support Project and VEGA's role within Farmer-to-Farmer. Ms. Mathurin then provided some updates on the program and successes to date. Mr. Woolly was interested to hear how many people they have reached with the small amount of funding. He was also interested to learn how UC was collaborating with current program WINNER, an economic growth program investing in the agriculture sectors implemented by Chemonics and sub-partner, University of Florida. WINNER is working with private and state universities on research and development in agriculture. UC is a private university which focuses on agriculture. He agreed to make some email introductions for UC and these implementers in hope there is space to collaborate. It was evident Mr. Woolly would like UC to be more involved in these program. In addition, the USAID agriculture demonstration field is very close to UC's Montouris campus. I suggested that USAID visit UC and also to use USAID's agriculture fields as place where students can visit to see "end results" of an agriculture project.

I presented the F2F SPSP buy-in and its benefits. I emphasized this would be a USAID/Haiti driven program and VEGA would assist from RFA program writing to solicitation to oversight and quality control during implementation. I also discussed the current Ghana buy-in which VEGA recently conducted.

## Annex 16: Trip Report: Support Visit to PDP-holder Veterinarians Without Borders

### F2F SPSP SUPPORT VISIT TO VETERINARIANS WITHOUT BORDERS MAY 22 TO JUNE 5, 2016 TRIP REPORT

*Submitted June 23, 2016 by Laura Alexander*

**Destination(s):** Uganda & Ethiopia

**Travelers:** Leia D'Amboise and Laura Alexander

#### **Background:**

In 2014, VEGA's Farmer-to-Farmer (F2F) Special Program Support Project (SPSP) awarded Veterinarians without Borders a Program Development Project (PDP) for \$1.4 million to implement a F2F Program in Uganda and Ethiopia. The program began in September 1, 2014 and will end in September 1, 2018. Since the inception of the program, Veterinarians without Borders (VWB) had not received a support visit by VEGA.

#### **Schedule:**

Date	Time	Activity
5/23	10:45 AM	Meet with Office of Foreign Disaster Assistance at Embassy
5/23	2:00 PM	Meeting with Catholic Relief Services
5/23	4:00 PM	Observe graduate student presentation at Makerere University
5/24	9:00 AM	Meet with CNFA
5/24	11:00 AM	Meet formally with VWB CoP, Fisseha Abenet
5/24	2:00 PM	Meet with USAID
5/25	7:50 AM	Depart Addis
5/25	8:50 AM	Arrive Bahir Dar
5/25	Afternoon	Meeting with VWB program staff/volunteers
5/26	All day	Observe volunteers
5/30	10:00 AM	MAAIF
5/30	2:00 PM	ILRI Meeting
5/31	8:00 AM	Meet VWB staff (CEO and Uganda COP)

able to meet with CRS or OFDA, and both meetings were productive. OFDA requested a 2-page capabilities statement and is interested in funding some livestock work under the active DART in Ethiopia. CRS is currently planning new livestock activities under F2F in response to a recently released CDCS and is open to collaboration with VWB.

#### Uganda

Meetings were held with the International Livestock Research Institute (ILRI) and CRS. VWB has collaborated with ILRI under the F2F PDP for a training of pig butchers. They have also applied for additional funding to support the testing of field-based diagnostic equipment that relies on facial recognition technology. This grant would build on the work done under the F2F grant. The two organizations continue to discuss other potential partnerships.

Communication and collaboration with CRS has been limited. CRS expressed an eagerness to share information and map out current activities with VWB to ensure there isn't overlap and identify areas of potential collaboration.

#### **Enhance USAID understanding of VEGA, F2F SPSP, and activities under the VWB PDP while learning about Mission priorities:**

#### USAID/Ethiopia

VEGA requested and was granted a meeting with Dr. Yirgalem Gebremeskel, the F2F program manager for USAID/Ethiopia. At VEGA's request, Dr. Bewket, represented the Ministry of Livestock Development and Fisheries at the meeting. Although they expressed appreciation for the program, both Drs. Bweka and Gebremeskel questioned the model being used by VWB, suggesting that US expertise might be better used to train higher-level livestock workers, such as District Veterinary Officers and Regional Veterinary Officers, rather than reaching farmers directly.

The SSLH program was originally designed to tie into a separate mobile phone-based reporting program, with training delivered in some of the 300 program pilot sites. However, delays in launching the mobile program have made it impossible to coordinate with up to this point. The Ministry indicated a strong desire for such coordination, and Dr. Fisseha indicated that the locations of the mobile pilots could be taken into account when selecting future SSLH training sites.

USAID and the Ministry identified mortality of young livestock as a particular problem of interest. They are also focusing on SPS in livestock value chains to improve exports -- the Ministry has identified 28 potential export target countries, and over the coming 5 years plans to improve SPS to meet standards in those countries. The government has a livestock master plan that guides their work. Additionally, the Mission is currently in the process of selecting an implementer for an enormous, omnibus follow-on project to CNFA's Agricultural Growth Program -- Livestock Market Development. Something like \$68m. For this reason, there wasn't much interest in extending the work of VWB -- they are focused on putting everything through this project. VWB has good connections to CNFA, and pursuing opportunities to partner with them (and whoever wins the PRIME follow-on) would likely be a more fruitful path than trying to engage the Mission



directly. Dr. Gebremeskel also pointed VWB to USAID East Africa, AU-IBAR, and COMESA as potential other sources of partnership.

#### USAID/Uganda

VWB has good connections to the Mission in Uganda, in part due to Dr. Graham's Fulbright Fellowship. A number of Mission staff participated in the meeting, including Simon Byabagambi (the Mission's F2F program manager) and Amber Lily Kenny, Foreign Service Agricultural Officer. Lily, in particular, was interested in staying engaged with VWB's work and asked several times how USAID might be informed of project outcomes. She expressed a willingness to organize presentations by volunteers on the results of the program if approached by VWB. One initial possibility is presenting research currently being undertaken about vaccination for Newcastle disease.

The Mission is thinking about several issues related to livestock, particularly in Karamoja. They are worried that diseases affecting wildlife in that region will cross over into human populations. Other interest include: mitigating the potential for conflict between pastoralists and national parks; and behavior change for utilization of livestock products to improve health is another. A new CDCS was just issued for Uganda, and it mentioned livestock specifically as an area of interest for the Mission. In particular, they are targeting the Karamoja region. The Mission is currently researching their next country strategy, and it is a unique opportunity to provide information about the needs in livestock health, the ties to human health, and try to get specific activities included in the next country plan.

#### **Gather F2F success stories:**

Pictures were taken during volunteer observation, and a blog posts will be written and posted to farmer-to-farmer.org.

#### **Observe performance of VWB program and address implementation challenges:**

#### Risk Mitigation

Currently volunteers are not working with human blood. The policies and procedures around risk mitigation have been created, but will not be approved by the board until August. Until then, any of the activities identified in the risk mitigation letter will be handled by Ugandan lab staff.

#### Finance and Invoicing

VWB's bookkeeper has become non-responsive, and lack of communication had frozen all financial processing for VWB. VWB agreed to submit expense reports without passing them through the bookkeeper so payment can be processed. Additionally, VWB is working to identify a new bookkeeper. VWB staff reported that there are \$40,000 in airfare expenses that cannot be processed until a bookkeeper is in place.

#### Volunteer Visas in Ethiopia

During meetings with CRS, the core F2F implementer in East Africa, and CNFA, it emerged that visas for volunteers and consultants working for NGOs have recently become more difficult to obtain in Ethiopia. There is a new NGO visa classification that has some strict limitations, making obtaining valid visas difficult. CRS is taking these

requirements seriously, and does not allow anyone to enter the country on normal tourist visas, even if that means delaying assignments.

VEGA advised VWB leadership of the information it received from CRS and CNFA and requested further investigation to ensure VWB is in compliance. VWB agreed that volunteers will not be fielded until official clarification on the proper visa is issued. Documentation will be shared with VEGA.

#### Partnership with CNFA

VWB has worked with CNFA to collaborate on several trainings using VWB volunteers. They are currently discussing additional collaboration. VEGA encouraged this, but requested a memorandum of understanding be written to outline the nature of the collaboration, the resource commitments from each partner, and how the outcomes of the training will be measured and credited. Additionally, VEGA recommended that any agreement account for administrative costs borne by VWB to implement the partnership activities. VWB agreed that any partnership would have an MOU in place, which will be shared with VEGA.

#### Karyn Havas

Dr. Karyn Havas collaborated with VWB on its Uganda program in March 2016. Following her trip to Uganda, she made several suggestions to improve support for volunteers under the SSLH program. VWB requested VEGA's advice on how to respond to Dr. Havas' concerns, and was advised to contact Dr. Havas directly. Additionally, VWB stated that Dr. Havas was not actually participating as a volunteer and is being removed from the SSLH M&E reporting. VWB has referred the situation to a lawyer. In addition, VWB has agreed to keep VEGA informed of the lawyer's advice and steps VWB intends to take.

#### Quality of Reporting

VEGA staff have requested on numerous occasions that VWB provide more specific information in its reporting, particularly in work planning documents like annual work plans and volunteer scopes of work. The CEO of VWB stated that he is unwilling to put down details that are not 100% guaranteed to happen because if it is on paper it is a contract. With this perspective, getting sufficient detail in planning documents is likely to be difficult.

#### M&E

After discussing the best way to approach F2F standard indicators, VEGA and VWB agreed that the host unit of analysis should be the district. Michael Apamaku, the COP in Uganda, will support data collection for improving table 2 and reporting on table 3 with the annual report. VWB will discuss revising Dr. Apamaku's terms of reference to accommodate the additional responsibility. Dr. Abenet, the COP in Ethiopia, will handle data collection in that country.

#### Trip Reports

VWB agreed to label and submit to VEGA before the end of the support trip.

## Annex 17: Trip Report: Launch of Improving Food Safety Systems Project

### **Trip Report Farmer-to-Farmer SPSP program support trip to Ghana July 18 to 22, 2016**

Submitted by: Laura Alexander, August 8, 2016

#### **Meeting between USAID/Ghana and SPSP**

Pearl Ackah, USAID/Ghana IFSSP Activity Manager  
Richard Chen, USAID/Ghana  
Laura Alexander, VEGA

**Key Take-Aways:** Richard and Pearl expressed frustration and several aspects of implementation so far. They noted that VEGA's presence at the stakeholder meeting is extremely important, and even more oversight to resolve existing issues would be appreciated. Key areas discussed and comments shared by the USAID team:

- **Tone of all project materials** – The language used in all public project materials must be sensitive to the small, short-duration, and niche role IFSSP plays in the larger GoG/development community response to SPS issues in Ghana. For example, the project will not establish a traceability system but collaborate with MFA to establish a traceability system. Collaboration and support should be emphasized at all times.
- **Rapid volunteer placement** – The most important training topics have already been determined, and the GoG is prepared to provide logistical support (identify participants, secure training space, etc.) so that volunteer-led trainings can begin rapidly. Topics that need to receive trainings ASAP are on GAP and insecticide/pesticide management with particular attention to FCM, thrips and fruit flies. Ideally at least two trainings take place by September.
- **Revised Marking and Branding** – The Mission understands need for IESC to brand, but the program name should be featured rather than the implementer's name. Project materials, including staff business cards, can feature implementer logos but in a secondary role to IFSSP.
- **Designate IESC point of contact with DOC team** – The DOC team at the Mission plays a very active role on all projects to ensure that messaging appropriate. They take this role seriously because there have been messaging problems in the past. There should be a POC within IESC's program team to be in direct contact and coordinate reviews by the DOC team.
- **More clarity of IESC approvals** – Communication with IESC staff has been challenging because it isn't clear who within the organization has decision-making authority. Pearl will send an email requesting information or approval and get several emails back from different members of the team rather than a clear and coordinated answer from IESC.

In addition, Pearl and Richard mentioned a few emerging requests to be discussed further:

- **Initial Environmental Evaluation** – The Mission is concerned that there is no Environmental Mitigation Monitoring Plan (EMMP) covering horticulture in Ghana. F2F has its own documentation for environmental compliance, which Laura will share. Hopefully this will satisfy Mission concerns without creating additional documentation.

- **Activities announced at stakeholder meeting** – The Mission is concerned that the project will not gain traction unless some concrete actions/activities are announced as part of the stakeholder meeting.
- **DOCs training** – The Mission's DOCs team offers a training for implementing partners every quarter. IESC's communication POC should sign up for DOC's newsletter and attend the next available training.

**Action steps:**

- Laura will request a call between Mission, VEGA, and IESC local and international staff. Call to take place as soon as possible, either Monday afternoon or Tuesday.
- In addition to monthly written updates, IESC should convene bi-weekly calls with the Mission to discuss implementation progress and issues.
- Laura will request IESC to copy Richard Chen on all communication with the Mission (in addition to Pearl).
- Laura will send existing F2F environmental guidelines and PERSUAP to Pearl and Richard.
- Pearl and Richard should be copied on all SOW submissions. Ideally they would have already been briefed on the content of the SOWs prior to submission for approval.

**Initial Meeting with IESC Country Team**

Nii Ndoodoo Ndoo, IFSSP CoP  
 Pearl Ackah, USAID/Ghana IFSSP Activity Manager  
 Samuel Arku-Kelly, IFSSP Technical Advisor  
 Andrea Patrick, IESC  
 Laura Alexander, VEGA

**Stakeholder's Meeting Update:**

- 15 organizations have confirmed participation
- Venue is booked (Alisa Hotel) for 50 people
- Press has been invited – Pearl expressed concern about inviting many media representatives and controlling the messaging. Requested that a full press kit be designed and submitted for clearance in advance

**Program Update:**

- Volunteer coordinator will start mid-August
- Consultant on traceability systems is currently being recruited
- Pearl and Richard should be copied on all SOW submissions
- FAMU agreement to be signed by end of August
- Embedded long-term volunteer at PPRSD will hopefully start in the beginning of September
- Audit to reestablish EU exports anticipated in September
- USAID requests farmer training volunteer assignments before September, if possible

- Need to address environmental compliance issues – F2F IIE and PERSUAP shared with Mission for review

#### Marking and Branding:

- The priority should be the project name in all communication materials
- Fact sheet changes: remove iesc.org and put all logos at bottom
- PowerPoint presentation OK, but logos only on the cover slide
- Business card will include project name at top and IESC logo at bottom
- Plan for revising Marking and Branding Plan to be determined on Friday (Nii and Laura)

#### Take-aways

- Nii will set up a bi-weekly call (IESC, USAID, VEGA) to discuss implementation
- IESC will revise LOP workplan language to emphasize collaboration
- Laura and Nii will meet Friday to discuss revised Marking and Branding Plan
- Mission Environment Officer will review existing F2F documentation and advise on next steps
- Year one work plan will include farmer training volunteer assignments to be completed by September.

#### **IFSSP Stakeholders Forum**

The stakeholder event was well-attended and well-received. From the Ministry of Agriculture, the Deputy Minister in charge of crops, Honorable Ahmed Yakubu Alhassan provided opening remarks. For USAID, Acting Mission Director Steven Hendrix provided opening remarks. Overall, participants were extremely engaged throughout the day and contributed actively to the discussion. In fact, they asked for more time in break-out sessions because they were very committed to fully mapping the challenges to be addressed and stakeholders involved in each challenge.

Laura provided a brief presentation about VEGA and SPSP during the forum. Participants were eager to hear about the quality of F2F volunteers. One participant had worked with an F2F volunteer in the past and spoke very highly of his experience. Having a VEGA representative at the meeting elevated our visibility with the Mission and GoG stakeholders.

Feedback from USAID/Ghana was also very positive. The IFSSP activity manager and Acting Mission Director both sent messages congratulating the team on a successful event. Action points are summarized below:

#### **Completion of Gap Prioritization**

- Develop a list of gaps related to SPS identified and the relevant stakeholder groups/agencies concerned

- Obtain field validation of key issues (production) emanating from stakeholder forum in order to identify points of intervention along the SPS value chain

#### **Silent Star/Traceability System**

- Compile stakeholder questions/comments/concerns on the Silent Star traceability proposal
- Share the feedback with Silent Star and ask that they respond to the questions/concerns expressed
- Share the stakeholder feedback and Silent Star responses to the traceability consultant or volunteer expert

#### **Certification Coordination Committee**

- Discuss further with stakeholders within the Task Force tangible recommendations on the role they see for the project in facilitating/supporting the development/working of a certification coordination committee
- Develop an action plan based on the discussion and work with all the stakeholders to implement it

#### **Wrap-up Meeting with IESC**

Nii Ndoodoo Ndoo, IFSSP CoP  
 Samuel Arku-Kelly, IFSSP Technical Advisor  
 Angela Wasson, IESC MEL Director  
 Alex, IFSSP MEL Specialist  
 Laura Alexander, VEGA

IESC's MEL team presented their initial plan, and several aspects of the F2F standard indicators were clarified. Laura also established relationships with IESC's MEL specialist, Angela Wasson, and other MEL staff that will assist in future discussion about M&E under the program. One major confusion identified was the interpretation of ODI. IESC was using an old, placeholder definition. Being able to participate in this early presentation made it possible to identify and address the problem early, before an incorrect data collection system had been created.

#### **Meeting with ACDI/VOCA F2F Team**

Laura met with the ACDI/VOCA F2F team to learn more about best practices for F2F implementation and identify possible learning topics that would be helpful for VEGA to address under SPSP. Comments and points of discussion included:

- Desire to use local volunteers in addition to US volunteers. Often the necessary skills are available within Ghana, and people are willing to volunteer. Local volunteers are



more cost effective and can be more effective given their knowledge of context and culture.

- ACDI/VOCA does not pay for translators, food, or transportation for participants. Although this policy sometimes makes mobilizing participants a bit more difficult, it ensures that host organizations are truly engaged in the training.
- They are trying to recruit volunteers for some longer-term assignments (3-12 months), but haven't been able to identify volunteers who are willing to commit.
- Project staff visit host organizations to collect baseline data, including the ODI. This visit happens before a SOW is developed.
- M&E data on volunteer recommendations is collected 3-6 months after an assignment is completed. Impact indicators will be collected about a year after the assignment, and there is also a mid-term evaluation.
- Host selection is done in a very structured way, and they have a form to document the process followed and how an organization meets the requirements. These include being a local organization, willingness and ability to adopt recommendations, and willingness and ability to care for volunteers. **This form might be a resource to share with F2F Community. Also, host selection criteria could be considered as a requirement for PDPs to develop before fielding.**
- SOWs are designed to give volunteers all the information they need, including a description of Ghana, description of the specific host location, host background information, and detailed schedule of the assignment, to the extent possible. Also it includes long- and short-term indicators and deliverables, which are used for staff to follow-up and collect M&E data.
- Volunteer trip reports are due before departure from Ghana. A template is provided (**another possible resource**) and there is an online certification that volunteers complete with program staff. The form contains many standard indicators and feeds into the M&E system.
- ACDI/VOCA is currently rolling out a new web-based platform designed for F2F M&E, called PRIME. Migrating from a separate custom system called NOVUS.

## Annex 18: F2F SPSP Small Grantee Volunteer Assignment Profiles

SG Code	Implementer	Country	Assignment	Assignment Objectives	Assignment (Trip) Number	Name of Volunteer	Assignment Start Date	Assignment End Date	Host Organization(s)
VEGA SPSP SG-01	FAMU	Haiti	Developing Sustainable Agriculture Practices	To provide technical assistance to the youth and women in Developing Sustainable Agriculture Practices of farming, ecologically using resources effectively, growing nutritious foods and enhancing the quality of life of the farmers.	V-1FL3	Dr. Oghenekome Onokpise	10/14/2014	10/25/2014	Université Caraïbe (UC)
VEGA SPSP SG-01	FAMU	Haiti	Group Formation-Achieving Economies of Scale	Provide technical assistance to the youth and women to (a) beneficiaries understand the concept of Group Formation – Achieving Economies of Scale. (b) Beneficiaries understand the importance of Group formation and how it helps to lower the cost per unit in farming. (c) Beneficiaries understand the importance of selecting technologies & methods that are appropriate for their production environment and which are sustainable without the need for outside interventions. (d) Beneficiaries understand how they can use a Group status to access additional resources in the community, e.g., machinery, inputs, credit for farming. (e) Volunteer develop a document on how to form a Farmers Group (Farmer's cooperative) and utilize it for progress of beneficiaries. (f) Volunteer assist beneficiaries take initial steps to form a group (Cooperative). (g) Assist student mentors with classroom training and hands on demonstration to farmers and school youth group.	V-1FL4	Nicole Fowler	10/15/2014	10/25/2014	Université Caraïbe (UC)
VEGA SPSP SG-01	FAMU	Haiti	Market Assessment, Market Plan Development, Entrepreneurship	Assist UC Ag Mentors and small farmers identify new marketing channels for their group enterprise vegetable and staple crop products; (b) Develop a marketing plan for the sale of these products. (c) UC Ag Mentors and small farmers understand the benefit of marketing their agricultural products in a group. (d) Support the UC Ag Mentors deliver a mini workshop for primary school youth on the marketing of safe food products.	V-1FL8	Christopher Laughton	11/30/2014	12/11/2014	Université Caraïbe (UC)
VEGA SPSP SG-01	FAMU	Haiti	Financial Management	1. The first objective of this assignment is to improve beneficiaries understanding and knowledge of the fundamental aspects and procedures of managing financial resources and leveraging community/group assets in the agricultural small-holder group environment. 2. The second objective is to help the small-holder groups understand options for creating a savings and or micro lending fund for the small-holder farmer group. 3. The third objective is to improve beneficiaries' ability to effectively plan for the financial needs of their production cycles including: access to land, preparation of soil for planting, purchase of inputs as a group member, planting the seeds, managing the garden in good health throughout the production cycle, application of any other inputs, harvesting and sale of the produce. Beneficiaries should also understand how to estimate projected gross income and net income and purchase inputs and acquire land based on the projected financial net income they feel is an appropriate and realistic goal. 4. Assist student and farmer groups develop a production financial plan for the current planting season.	V-1FL5	Chester Bunker	11/17/2014	11/30/2014	Université Caraïbe (UC)
VEGA SPSP SG-01	FAMU	Haiti	Forming a Group Enterprise	1. Develop a framework (plan of work or labor plan) to operationalize the UC students in the development and maintenance of their Vegetable garden plot as a Group Enterprise project. 2. Assist UC Students prepare the land and plant the Group Enterprise Vegetable garden. 3. Supervise the UC Student Mentors as they assist the farmers' group develop a group enterprise vegetable production plan. 4. Visit select small farms to review planting methods and condition of staple crops. 5. Assist UC Students strengthen primary and secondary youth groups by training and advising in "Successful Group Vegetable Projects."	V-1FL6	Roman Bunker	11/17/2014	11/30/2014	Université Caraïbe (UC)
VEGA SPSP SG-01	FAMU	Haiti	Food Safety and Post-Harvest Management for Vegetable crops	1. Review of key sustainable agriculture principles introduced through the past volunteer assignments. 2. Introduce basic principles of food safety and Hazard Analysis of Critical Control Points (HACCP) at production, post harvest, and value addition levels for vegetables. 3. Assess select production sites to recommend relevant post harvest technologies and methods effective for maintaining quality of product from harvest to sale.	V-1FL7	Kamal Hyder	11/30/2014	12/11/2014	Université Caraïbe (UC)
VEGA SPSP SG-01	FAMU	Haiti	Vegetable Gardening, Assessment and Planning	provide technical assistance to the youth and women on how to start and maintain a healthy vegetable garden. Achieved Results include: (1) General Needs Assessment at Montorion campus demonstration farm completed. (2) Beneficiaries learn Good Agricultural Practices (GAP) for vegetable gardening. (3) Demonstration farm plan and land assessment recommendations made; (4) Assist student mentors with classroom training and hands on demonstration to farmers and school youth group.	V-1FL2	Trevor Hylton	8/17/2014	8/29/2014	Université Caraïbe (UC)
VEGA SPSP SG-01	FAMU	Haiti	Soil Irrigation and Fertilizer management.	The objective of the assignment is to provide technical assistance to the beneficiaries on how to manage and conserve water and soil resources, improve soil fertility and crop health. Achieved results included Youth learn basic skills in areas ranging from soil, composting, irrigation, water recycling to crop rotation to erosion prevention.	V-1FL1	Djanan Nemours	8/17/2014	8/29/2014	Université Caraïbe (UC)
VEGA SPSP SG-02	Haiti Coffee	Haiti	certified Q Graders	Successfully complete two days of cupping competitions and 2 days of demonstrations in PaP Haiti for the PNPCH national coffee cupping competition and conference. Awards will be given to six categories. Throughout the course of the event, find opportunities to: (a) Increase knowledge and confidence of Haitian coffee producers, cooperatives and participants in the value and use of coffee analysis. (b) Increase knowledge and confidence of Haitian coffee producers, cooperatives and participants in the importance of quality (c) Increase knowledge in evaluating coffee beans, coffee flavors and the complexity of coffee as a product and development of a common language between buyers and sellers when discussing coffee and coffee quality (d) Assist in a brief cupping exercise at the kickoff meeting for the IWCA using coffees produced by women. During this process help identify potential women for leadership roles in IWCA chapter.	V-1HC8	David Pierre Louis	3/1/2015	3/8/2015	Makouti Agro Enterprise + 11 Co-ops
VEGA SPSP SG-02	Haiti Coffee	Haiti	Q grading competition	Successfully complete two days of cupping competitions and 2 days of demonstrations in PaP Haiti for the PNPCH national coffee cupping competition and conference. Awards will be given to six categories. Throughout the course of the event, find opportunities to: (a) Increase knowledge and confidence of Haitian coffee producers, cooperatives and participants in the value and use of coffee analysis. (b) Increase knowledge and confidence of Haitian coffee producers, cooperatives and participants in the importance of quality (c) Increase knowledge in evaluating coffee beans, coffee flavors and the complexity of coffee as a product and development of a common language between buyers and sellers when discussing coffee and coffee quality (d) Assist in a brief cupping exercise at the kickoff meeting for the IWCA using coffees produced by women. During this process help identify potential women for leadership roles in IWCA chapter.	V-1HC9	Guillermo E. Narvaez	3/3/2015	3/8/2015	Makouti Agro Enterprise + 11 Co-ops
VEGA SPSP SG-02	Haiti Coffee	Haiti	Post-harvest Management-Harvesting protocols, quality control	(a) The purpose of this assignment is to assess and find solutions to problems affecting the post harvest management of coffee. (b) Develop a training curriculum and aids for teaching farmers and cooperatives about problems occurring during harvest, processing, and marketing of their coffee (c) Help build relationships between the producers/cooperatives, Makouti Agro Enterprise, Haiti Coffee and other members of the coffee value chain	V-1HC11	Beth Dominick	3/2/2015	3/18/2015	Makouti Agro Enterprise + 11 Co-ops

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VEGA SPSP SG-02	Haiti Coffee	Haiti	Development of IWCA chapter for Haiti	(a) The purpose of this assignment is to begin the first steps (socialization) of setting up a chapter of IWCA in Haiti as outlined in the Chapter Formation Protocol of April 2011 (b) Develop a training curriculum and aids for teaching women in the coffee industry about the benefits of creating a Haitian chapter of IWCA (c) Help build relationships between the producers/cooperatives, Makouti Agro Enterprise, Haiti Coffee, international buyers and others to revitalize and strengthen the Haitian coffee value chain (increase transfer of knowledge, increase quality and quantity of coffee, increase opportunities for business development)	V-1HC12	Christa Michaud	3/8/2015	3/18/2015	Makouti Agro Enterprise + 11 Co-ops
VEGA SPSP SG-02	Haiti Coffee	Haiti	Coffee Production-Nursery to Harvest Tree Care	(a) The purpose of this assignment is to assess and find solutions to problems affecting the farming of coffee trees from seeds through production and harvest. (b) Develop a training curriculum and aids for teaching farmers about problems occurring during the farming of coffee trees. (c) Help build relationships between the producers/cooperatives, Makouti Agro Enterprise, Haiti Coffee and other members of the coffee value chain	V-1HC10	Shawn Steiman	3/8/2015	3/17/2015	Makouti Agro Enterprise + 11 Co-ops
VEGA SPSP SG-02	Haiti Coffee	Haiti	Business Management, Financial Management, Contracts & Negotiations	(a) The purpose of this assignment is to assess and find solutions to problems affecting the business management of coffee as experienced by cooperatives and some producers in Haiti. (b) Develop a training curriculum and aids for teaching farmers and cooperatives about business management, financing, contracts, and market negotiations (c) Help build relationships between the producers/cooperatives, Makouti Agro Enterprise, Haiti Coffee and other members of the coffee value chain	V-1HC13	Myriam Kaplan-Pasternak	3/2/2015	3/20/2015	Makouti Agro Enterprise + 11 Co-ops
VEGA SPSP SG-03	NCBA CLUSA	El Salvador	Coffee Exporting	Provide expertise and knowledge to individuals from El Jabali and Las Lajas on the management and marketing of national and international organic coffee. Provide support with: a. Investigating buyers and establishing business relationships with global clients. b. Analyzing competitors in the organic coffee industry. c. Creating a program or follow up plan for increasing buyer engagement and optimizing the client communication strategy and business channels. d. Improving roasting and marketing business to retailers and distributors (sales points, product packaging, signs in stores, etc.) e. Train the Factory manager on coffee roasting. Developing a strategic mentality for the coffee business	V-1NC6	Allen Tackett	1/15/2015	1/25/2015	Cooperative El Jabali, Cooperative Las Lajas
VEGA SPSP SG-03	NCBA CLUSA	El Salvador	Cooperative Governance	Provide trainings to cooperative members who sit on the board of directors, on cooperative governance and cooperative business management. The training is expected to cover pertinent topics such as: developing good governance, conducting board meetings, the role of the board of directors, conflict resolution within the cooperative and cooperative principles and values.	V-1NC5	Eric Bowmann	11/24/2014	12/5/2014	Cooperative El Jabali
VEGA SPSP SG-03	NCBA CLUSA	El Salvador	Agricultural Best Practices	Provide trainings to individuals to build their capacity to improve the handling and packaging of organic vegetables and fruits for export to meet standards of international markets, better serve retail partners and get high-demand product to end consumers. Potential improvements may include conducting an environmental profiling of packaging materials, assessing control measures, and ensuring label compliance of organic vegetables.	V-1NC4	Pradeep Patnaik	9/28/2014	10/10/2014	Cooperative ACOPO
VEGA SPSP SG-03	NCBA CLUSA	El Salvador	Post Harvest Handling	Provide trainings to cooperative members on harvest and post-harvest handling techniques and processes for vegetables to ensure that products meet basic standards of sizing, color, shape, maturity, packaging, labeling, etc which will allow for an increase in revenue. Topics may include: physiological maturity, processing, cleaning and washing, pre-sorting, cooling, drying, packaging, labeling, and sanitation and food safety.	V-1NC7	Ramona Govin	2/8/2015	2/22/2015	ACOPO and APRAINORES
VEGA SPSP SG-03	NCBA CLUSA	El Salvador	Business Plan Development	Work with cooperatives to strengthen their ability to create solid business plans tailored to their needs, which will provide guidance for their goals and objectives.	V-1NC8	Tom Decker	3/8/2015	3/22/2015	APRAINORES, las lajas, ACOPO
VEGA SPSP SG-04	UMN	Morocco	Train the Trainer in Rural Leadership	To provide leadership training workshops to target the human and social capital development of a cohort of leaders to enhance the development of local leadership in associations in rain-fed areas.	V-1UM5	Catherine Rasmussen	10/9/2014	10/20/2014	National School of Agriculture (ENA)
VEGA SPSP SG-04	UMN	Morocco	Train the Trainer in Rural Leadership	To provide leadership training workshops to target the human and social capital development of a cohort of leaders to enhance the development of local leadership in associations in rain-fed areas.	V-1UM6	Tobias Spanier	10/9/2014	10/20/2014	National School of Agriculture (ENA)
VEGA SPSP SG-04	UMN	Morocco	Train the Trainer in Rural Leadership	To provide leadership training workshops to target the human and social capital development of a cohort of leaders to enhance the development of local leadership in associations in rain-fed areas.	V-1UM7	Rich Mishka	10/9/2014	10/20/2014	National School of Agriculture (ENA)
VEGA SPSP SG-04	UMN	Morocco	Train the Trainer in Rural Leadership	To provide leadership training workshops to target the human and social capital development of a cohort of leaders to enhance the development of local leadership in associations in rain-fed areas.	V-1UM9	Michael Liepold	2/1/2015	2/9/2015	National School of Agriculture (ENA)
VEGA SPSP SG-04	UMN	Morocco	Train the Trainer in Rural Leadership	To provide leadership training workshops to target the human and social capital development of a cohort of leaders to enhance the development of local leadership in associations in rain-fed areas.	V-1UM10	Loti Rothstein	2/1/2015	2/9/2015	National School of Agriculture (ENA)
VEGA SPSP SG-04	UMN	Morocco	Train the Trainer in Rural Leadership	To provide leadership training workshops to target the human and social capital development of a cohort of leaders to enhance the development of local leadership in associations in rain-fed areas.	V-1UM8	Jay Fultz	2/1/2015	2/9/2015	National School of Agriculture (ENA)
SG-2015-1	Africare	Zambia	Organizational Development Expert (Mapepe Dairy Coop Society)	To strengthen internal governance capacity. Focus on internal governance systems, strategic planning and membership management.	V-2AF-1	Tekle O. Wanorie	8/3/2015	8/24/2015	Mapepe Dairy Coop Society
SG-2015-2	Africare	Zambia	Organizational Development Expert (Chibombo Dairy Cooperative Union Society (CDCUS))	To strengthen internal governance capacity. Focus on internal governance systems, strategic planning and membership management.	V-2AF-2	Dieu Tran	11/15/2015	11/28/2015	Chibombo Dairy Cooperative Society



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SG-2015-2	BGGC	Mali	Improved Small Ruminant Health and Management/Segou University training	(1) Assess the current animal health management practices; (2) Put in place an efficient sustainable low cost and adaptable community managed small ruminant health care system; (3) Train members to reduce the prevalence of locally important infectious diseases; (4) Improve knowledge of bio-security/quarantine, proper medicines, record keeping, identification; (5) Include women in the health care decisions of community small ruminant flocks and herds Long term objective: (6) Small ruminant preventative health care will be carried out in a coordinated manner with a strong involvement of the local farmers.	V-2BG-1	Scott Haskell, DVM	6/8/2015	6/25/2015	Diadie, Mafeya, Tanabougou, Katibougou, Tienfala, Kalaban Coura Coops
SG-2015-2	BGGC	Mali	Capacity Building with Women Groups for a Sustainable Small Ruminant Production	(1) Assist women and their households to improve animal husbandry, including: Household-based goat management; Feed and nutrition; Reproduction and birthing; Mutton production and yield; and Disease prevention and vaccines, diagnosis, treatment, and risk management (2) Provide capacity building for field staff to be able to replicate training/mentoring to multiple groups of women, including consulting on: Animal husbandry techniques above; and Modeling learning-by-doing techniques. (3) Improve family nutritional status – through production of higher yield goat and home access to fresh high-nutrient mutton and milk. (4) Incorporate basic literacy training into goat husbandry education (5) Open discussion on inclusion of members of the community with disabilities.  Long term objective: (6) Increase revenue/resources through increased sales – through sales of increased yield/weight of goats and goat milk. Improve food security – through staff replication of training/consulting to multiply impact to more households	V-2BG-2	Bonnie Loghry, MPH	6/8/2015	6/25/2015	Diadie, Mafeya, Tanabougou, Katibougou, Tienfala, Kalaban Coura Coops
SG-2015-2	BGGC	Mali	Upgrading Breeding Stock: selection, crossbreeding & purchasing replacements.	In Koulikoro and Sikasso regions with selected villages: (1) Provide training in small ruminants (goats & sheep) breeding and improvement programs. Participants will receive a goat or sheep breeding plan and method for improving production as a community. (2) Farmers and cooperatives will obtain knowledge to organize and manage a community based genetic improvement program (buck/rams circles). (3) Producers will learn and gain skills in goat's or sheep husbandry: Facilities & equipment, reproduction and breeding, Health, kidding, lambing, feeds & feeding, marketing and production economics.	V-2BG-3	Harouna Maiga, PhD	6/24/2015	8/6/2015	Univ Segou, 2 Agro Pastoral Schools of Segou
SG-2015-2	BGGC	Mali	Improving Small Ruminant Nutrition through local forage (i.e. cassava focus)	In Ségou areas: (1) Provide advance Presentation on the use of cassava foliage hay and silage techniques. (2) Provide training in small ruminant nutrition with special emphasis on cassava nutrient composition and diet formulation/balancing techniques. (3) Teach nutrients requirements of small ruminants (sheep and goats). (4) Teach sheep and goat's production cycle and the needs of protein and energy during production phases.	V-2BG-3	Harouna Maiga, PhD	7/20/2015	8/6/2015	Diadie, Mafeya, Tanabougou, Katibougou, Tienfala, Toula, Bougouni, Sola
SG-2015-2	BGGC	Mali	Develop improved rangeland-based small ruminant production and nutrition systems Bougouni area and advanced training Segou area.	Bougouni Region: (1) Put in place an improved rangeland-based small ruminant production and nutrition system in the area of Bougouni (2) Develop efficient sustainable low cost and adaptable community managed small ruminant production system. (3) Develop production and milking plans using locally available resources year round.  Segou Region: (1) Provide advance presentation on the use of cassava foliage in small ruminant nutrition.	V-2BG-6	Andrés F. Cibils, PhD	8/1/2015	8/19/2015	Bougouni, Toula, Bakan Minsén Ton, Univ of Segou
SG-2015-2	BGGC	Mali	1. Improving Small Ruminant Nutrition through local forage.  2. Develop & conduct 2 Agro-pastoral school trainings at Koulikoro and Sikasso.	(1) Assess hosts practices in small ruminant feeding and suggest appropriate ration formula according to the production objectives (reproduction, fattening, meat, milk); (2) Train hosts on improvement of available local Small Ruminant forages to increase digestibility; (3) Make affordable recommendations to increase animal feed availability.  (1) Assessment of natural resources (pasture, Agriculture by-products, tree forage) and supplements available locally; (2) Train the hosts on improvement of natural small ruminants feed (hay treatment, silage, chopping, haymaking, legume forage); (3) Recommend best practices in regards to soil preservation and improvement, forage management and intercropping of browse, trees and crops. (4) Provide presentation on small ruminant nutrition at the Segou agro-pastoral school.	V-2BG-5	Thierno Hady Diallo, MS	7/14/2015	8/16/2015	Toula, Benkadi, Sola, Counka fa ton, Mena, Bougouni

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SG-2015-2	BGGC	Mali	Profit or Loss: Business side of supplementing small ruminants grazing on common lands.	Support participants to set up a community-based and individual small ruminant business record keeping and management system to enable the beneficiaries to assess their business progress and make important economic decisions for increased competitiveness.  (1) Develop small ruminant business management tools or modals adaptable to both community and individual needs (2) Train farmers and students on how to efficiently and effectively manage a small ruminant project or operation as a business with relevant tools (3) Provide recommendations on ways and means to improve their investment in the small ruminant value chain for increased production and productivity.	V-2BG-7	Ritchard Wiegand, PhD	8/1/2015	8/19/2015	Diadie, Benkadi, Bougouni, Toula Coops
SG-2015-2	BGGC	Mali	Facilitate the intercropping of legume forage trees on small farms and establishment of a demonstration site.	Community Implemented Small Ruminant Feeding Systems  (1) Put in place an efficient sustainable low cost community managed small ruminant feeding system (2) Facilitate the intercropping of legume forage trees among the 8 collaborating cooperatives (3) Establishment of a demonstration site consisting of 3 varieties of legume trees. (4) Inform members about modern grazing practices (case of US) and how innovation and management is necessary to reduce the prevalence of animal malnutrition	V-2BG-9	Margaret Summerfield	8/6/2015	9/3/2015	Bougouni, Diadie, Mafeya, Tanabougou, Katibougou Coops
SG-2015-2	BGGC	Mali	Marketing Assessment from "Grass to Table"	(1) Assess hosts practices in small ruminant marketing from grass to table (2) Identify potential opportunities for improvement, (3) Make affordable recommendations to begin collaborative marketing;  Primary objectives: (1) Assessment of Small Ruminant Value chain assessment in the project areas of Koulikoro and Bougouni; (2) Assess the hosts basic market knowledge and skills; (3) Assess final end marketing options including life animal markets, community supported agriculture options and restaurant sales. (4) Provide a plan for future training and implementation of collaborative marketing.	V-2BG-4	Ashton McGinnis	7/25/2015	8/9/2015	Diadie, Mafeya, Tanabougou, Katibougou, Tienfala, Kalaban Coura Coops
SG-2015-2	BGGC	Mali	"Grass to Table" Part 2: Viability of Dual Goat Breeds for Meat and Milk Production	This project will assess the market potential for utilizing a dual breed goat for both meat and milk production.  Primary objectives: (1) Evaluate the income potential of adding goat milk to meat production enterprises in the local market. (2) Assess local small business and family marketing opportunities for goat milk products; (3) Assess final end marketing options including government collection centers, kiosks, community supported agriculture, and restaurant sales options; (4) Make recommendations to hosts on potential, challenges, quality control, and implementation issues.	V-2BG-8	Judith Moses, MS	8/5/2015	9/4/2015	Bougouni, Diadie, Mafeya, Tanabougou, Katibougou, Dioro Coops
SG-2015-2	BGGC	Mali	Upgrading Breeding Stock: selection, crossbreeding & purchasing replacements.	In Koulikoro and Sikasso regions with selected villages: (1) Provide training in small ruminants (sheep and goats) breeding and improvement programs. Participants will receive a SR breeding plan and method for improving production as a community. (2) Farmers and cooperatives will obtain knowledge to organize and manage a community based genetic improvement program. (3) Producers will learn and gain skills in SR's husbandry: Facilities & equipment, reproduction and breeding, Health, kidding, feeds & feeding, marketing and production economics.	V-2BG-11	Terry Gipson	2/9/2016	3/1/2016	Farmers' Cooperatives of Koulikoro (Diadie, Mafeya, Tiètigoula, Tanabougou, Katibougou, Fèya and Koulikoro) and Sikasso (Farmers' Cooperatives of Bougouni) regions; - IER (Rural Economy Institute) Small Ruminant Program; - DRPIA Koulikoro & Sikasso / SLPIA Koulikoro & Bougouni - SAFE Program & University of Ségou



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SG-2015-2	BGGC	Mali	Capacity Building in Start-up Business Management	(1) Assess targeted cooperatives knowledge and skills in Market assessment, Business Planning and management; (2) Train targeted cooperatives members in best practices in Business opportunity identification, Business Plan development and fundraising methods; (3) Train cooperatives members in best process of business implementation, management and follow-up; (4) Provide cooperatives' members with appropriate tools and methods for market assessment, business plan development, business implementation, management and follow-up.	V-2BG-10	Michael Lowry	11/20/2015	12/2/2015	Farmers' Cooperatives of Koulikoro (Dadiè, Mafèya, Tiètigoula, Tanabougou, Katibougou, Fèya and Koulikoro) and Sikasso (Farmers' Cooperatives of Bougouni) regions. - SLACAEER of Koulikoro, Regional Agricultural Chamber of Koulikoro, concerned Local authorities.
SG-2015-3	FAMU	Haiti	Marketing Specialist	(1) To review market options, demands, opportunities and discuss with HEIs potential product options and value chains that have promise to guide student projects. (2) Prepare training materials for Market Assessment training in collaboration with HEI faculty. (3) Provide a lecture on Introduction to Entrepreneurship and Enterprise Development classes. (4) Work collaboratively with Curriculum Specialist to include marketing component in Université Caraïbe (UC)	V-2FL-1	Trevor Hylton	7/22/2015	8/4/2015	Université Caraïbe (UC), State University of Haiti (UEH-FAMV)
SG-2015-3	FAMU	Haiti	Small Farm Specialist	(1) To conduct farm assessment at each partner institution to determine what resource and limitation the site may have for general agriculture production activities. (2) To make recommendations on how to improve the existing farm situation to maximize its productive potential and suggest new technologies that may be applicable to make farm site operational and increase the operational efficiencies. (3) To develop training materials for efficient and productive farm operations in collaboration with HEI faculty.	V-2FL-2	Gohar Umar	7/27/2015	8/9/2015	Université Caraïbe (UC), State University of Haiti (UEH-FAMV)
SG-2015-3	FAMU	Haiti	Micro Credit Specialist	(1) To conduct an assessment at each partner institution to determine what resource and limitation the institution may have for establishment of micro-credit entity to support the students' access to credit for their agro projects. (2) To develop instruments for business plan, loan application and repayment plan for micro-credit entity in collaboration with HEI. (3) To establish micro-credit entity to support the students' access to credit for their agro-projects at each partner institution. (4) To make recommendations on business plan development for student agro projects in collaboration with HEI faculty. (5) To develop documents for operational guidelines for micro credit entity at each partner institution.	V-2FL-4	Chester Bunker	7/28/2015	8/9/2015	Université Caraïbe (UC), State University of Haiti (UEH-FAMV)
SG-2015-3	FAMU	Haiti	Curriculum Specialist in Business Development	(1) To create framework/curriculum for Small Enterprise Development (SED) program at each partner institution. (2) To define training areas and content for SED program in collaboration with HEI faculty. (3) To perform assessment of existing courses at the respective institution and create instrument for assimilation of existing courses to feed into applied/experiential learning aspect of students' academic program in collaboration with HEI faculty.	V-2FL-3	LaTanya White	7/27/2015	8/9/2015	Université Caraïbe (UC), State University of Haiti (UEH-FAMV)
SG-2015-3	FAMU	Haiti	Micro Credit Process Implementation Specialist	(1) To introduce beneficiaries to the concept and importance of business planning for successful operation of Small Agribusiness Enterprise projects at UC. (2) To help the Small Enterprise Development (SED) student groups understand the basic steps to accessing micro-credit, and the steps involved in successfully applying for micro-credit within their university-based structure. (3) Support the work of the Business Plan Development Specialist to emphasize the important role of micro-finance in business plan development. (4) To help student SED groups understand some common sources of financial risk, how to project for potential risks to their enterprise, and how to develop strategies to manage these risks in the agribusiness setting.	V-2FL-5	Velma Gwishiri	2/28/2016	3/12/2016	Université Caraïbe (UC), Food for Poor (FFP)
SG-2015-3	FAMU	Haiti	Business Plan Development and Risk Management Specialist	(1) To introduce beneficiaries to the concept and importance of business planning for successful operation of Small Agribusiness Enterprise projects. (2) To help the Small Enterprise Development (SED) student groups understand the steps involved in development of business plan for SED projects in agribusiness setting. (3) Assist student groups to a develop business plan for SED projects with an agribusiness setting addressing following basic components: a) Executive summary b) Organizational structure and background c) The agribusiness product and services d) The market served e) Competitive factors f) Marketing goals/objectives g) Operational characteristics h) Management features i) Financial projections (4) To help student SED groups understand some common sources of risk and how to project potential risks to their enterprise and how to develop strategies to manage these risks in agribusiness setting.	V-2FL-6	George Leslie Harrison	2/28/2016	3/12/2016	Université Caraïbe (UC), Food for Poor (FFP)

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SG-2015-3	FAMU	Haiti	Financial Management Specialist	(1) To improve beneficiaries understanding and knowledge of the fundamental aspects and procedures of managing financial resources. (2) To help the Small Enterprise Development (SED) student groups understand options for creating a savings. (3) To improve beneficiaries' ability to effectively plan for the financial needs of their production cycles including: access to land, preparation of soil for planting, purchase of inputs as a group member, planting the seeds, managing the garden in good health throughout the production cycle, application of any other inputs, harvesting and sale of the produce. Beneficiaries should also understand how to estimate projected gross income and net income and purchase inputs and acquire land based on the projected financial net income they feel is an appropriate and realistic goal. (4) To assist student SED groups develop a financial plan and financial record keeping template for the current planned Small Enterprise development projects at UC.	V-2FL-7	Lydia Andrew	2/28/2016	3/12/2016	Université Caraïbe (UC), Food for Poor (FFP)
SG-2015-3	FAMU	Haiti	Production Record Keeping Specialist	(1) To improve beneficiaries understanding and knowledge of the fundamental aspects and procedures of production record keeping. (2) To introduce the Small Enterprise Development (SED) student groups to types of record keeping and process of record keeping in agricultural production and other agriculture related business. (3) To develop record keeping system which maintains production records and operational records such as labor, farm inputs, tools and equipment cost at UC. (4) Assist student SED groups to develop and implement a production record keeping template for the current planned Small Enterprise development projects at UC.	V-2FL-8	Nicolas Miller	2/28/2016	3/12/2016	Université Caraïbe (UC), Food for Poor (FFP)
SG-2015-3	FAMU	Haiti	Poultry Specialist	(1) To develop an implementation plan for the poultry production project with student groups at UC. These plans will be based on the Business plan developed by students and Business Plan Development Specialist volunteer. Implementation plan should take in account following components: i) Housing and equipment, ii) Breed of poultry, iii) Purchasing poultry, iv) grow-out management, v) feeding and watering, vi) health care for poultry  (2) Start first stages of a poultry production project at UC.	V2-FL-10	Claudia Dunkley	4/14/2016	4/22/2016	Université Caraïbe (UC), Food for Poor (FFP)
SG-2015-3	FAMU	Haiti	Agriculture/Horticulture Small Project Specialist	(1) To develop an implementation plan for the urban agriculture and community based agriculture projects with student groups at UC. These plans will be based on the Business plan developed by students and Business Plan Development Specialist volunteer. Implementation plan should take in account following components for each project: A. Urban Agriculture project: i) Available resources (seed, water, compost etc.), ii) Location of project, iii) Urban agriculture garden design iv) Types of vegetables and herbs based on market assessment, v) Plan for Vegetable and herbal plant care, vi) harvesting, vii) marketing strategy. B. Community based agriculture project: i) Available resources (seed, water, compost etc.), ii) Location of project, iii) Food needs in community, iv) Vegetable garden design, v) Vegetable garden care, vi) harvesting, vii) marketing strategy  (2) Start first stages of a urban agriculture project and community based agriculture projects at UC.	V2-FL-9	Trevor Hylton	4/10/2016	4/21/2016	Université Caraïbe (UC), Food for Poor (FFP)
SG-2015-3	FAMU	Haiti	IPM Specialist	This project is focused on creating a broader practical application of theoretical content in Agriculture and Entrepreneurship and small business development postsecondary intuition in Haiti University Caraïbe (UC). The training was focused on: The basic principles of Integrated Pest Management (IPM); Literature and demonstration to beneficiaries that include: pest monitoring/scouting methods, biological controls, pest avoidance methods, certified seeds, weed control, insect identification, insecticides/resistance management, chemical application.	V3-FL-11	Gohar Umar	6/12/2016	6/25/2016	Université Caraïbe (UC), Food for Poor (FFP)
SG-2015-3	FAMU	Haiti	Food Technology, Packaging and Value Addition Specialist	The objective of the assignment is to provide technical assistance to the student beneficiaries of the UC's SED projects (Community-based Vegetable Garden and Urban Agriculture Hot Pepper garden ) and member farmers at FFP's Victory Garden project on how to introduce proper processing, packaging and value addition for vegetables (Spinach and hot peppers) to improve quality and extend shelf life of produce.	V2-FL-12	Kamal Hyder	6/12/2016	6/25/2016	Université Caraïbe (UC), Food for Poor (FFP)
SG-2015-3	FAMU	Haiti	Soil, Irrigation, and Fertilization Management	The objective of the assignment is to provide technical assistance to the student beneficiaries of the UC's SED projects (Community-based Vegetable Garden and Urban Agriculture Hot Pepper garden) and member farmers at FFP's Victory Garden project on how to manage and conserve water and soil resources, improve soil fertility and crop health. The training will focus on following areas:  (1) The basic principles of soil and water conservation. (2) Soil and water conservation, competencies of crop rotation, soil erosion prevention, no till practices, windbreak concepts, reuse and recycle water, soil and water management, and best irrigation practices. (3) Composting and provide demonstration on collection of appropriate materials and making a compost pit.	V2-FL-13	Djanan Nemours	6/12/2016	6/25/2016	Université Caraïbe (UC), Food for Poor (FFP)

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SG-2015-3	FAMU	Haiti	Food Safety and Post Harvest for Veg Crops	The objective of the assignment is to provide technical assistance to the student beneficiaries of the UC's SED projects (Community-based Vegetable Garden and Urban Agriculture Hot Pepper garden) and member farmers at FFP's Victory Garden project on food safety and post-harvest management for vegetable crops (Spinach and hot peppers). The training will focus on following areas:  (1) Introduce basic principles of Food Safety and Hazard Analysis of Critical Control Points (HACCP) at production, post-harvest for vegetables. (2) Assess select production sites to recommend relevant post-harvest technologies and methods effective for maintaining quality of product from harvest to sale.	V2-FL-14	Verian Thomas	6/13/2016	6/23/2016	Université Caraïbe (UC), Food for Poor (FFP)
SG-2015-4	NCBA CLUSA	Zambia	Management of Aflatoxin in Peanuts	(1) To educate smallholder farmers on the negative health and production impacts of high aflatoxin levels in peanuts and the subsequent need to reduce aflatoxin levels (2) To equip farmers with techniques available on the market to test for and reduce aflatoxin infestation in peanuts (3) To train farmers in post-harvest handling techniques that will reduce post-harvest loss and aflatoxin levels	V-2NC-1	Jock Brandis	9/3/2015	9/24/2015	Community Oriented Development Program (CODEP)
SG-2015-4	NCBA CLUSA	Zambia	Management of Aflatoxin in Peanuts	(1) To educate smallholder farmers on the negative health and production impacts of high aflatoxin levels in peanuts and the subsequent need to reduce aflatoxin levels (2) To equip farmers with techniques available on the market to test for and reduce aflatoxin infestation in peanuts (3) To train farmers in post-harvest handling techniques that will reduce post-harvest loss and aflatoxin levels	V-2NC-2	Randy Shackelford	9/3/2015	9/24/2015	Chipata District Farmers Association (CDFA)
SG-2015-4	NCBA CLUSA	Zambia	Soil Fertility	(1) To equip groundnut farmers with techniques that will improve soil PH levels, including the correct use of fertilizer, gypsum, and lime, which will improve yields in seed multiplication and grain production.	V-2NC-3	Bob Shumaker	10/15/2015	10/31/2015	CDFA
SG-2015-4	NCBA CLUSA	Zambia	Soil Fertility	(1) To equip groundnut farmers with techniques that will improve soil PH levels, including the correct use of fertilizer, gypsum, and lime, which will improve yields in seed multiplication and grain production. (2) Teach peanut farmers how to recognize fertile soil, how to improve soil fertility, and practices to avoid soil erosion (3) Teach peanut farmers about the peanut growing cycle and the necessary care in each stage	V-2NC-4	Ryan Hottle	1/1/2016	1/15/2016	EHC
SG-2015-4	NCBA CLUSA	Zambia	Aflatoxin Management Phase I & II	(1) To educate smallholder farmers on the negative health impacts of high aflatoxin levels in peanuts and the subsequent need to reduce aflatoxin levels (2) To educate smallholder farmers on how high aflatoxin levels in peanuts negatively impact production (3) To equip farmers with techniques available on the market to test for and reduce aflatoxin infestation in peanuts (4) To train farmers in post-harvest handling techniques that will reduce post-harvest loss and aflatoxin levels	V-2NC-5	Randy Shackelford	1/14/2016	2/10/2016	EHC, COMACO
SG-2015-4	NCBA CLUSA	Zambia	Aflatoxin Management Phase II	(1) Determine the appropriate level of ionized air needed to reverse aflatoxin contamination in peanuts through testing ionized air method of packaging peanuts. (2) Train packagers and wholesalers on ionized air treatment technology. (3) Identify a new local manufacturing partner to produce the universal nut sheller and ionized air equipment. (4) Improve farmers' organizational strategic planning and marketing strategies, particularly in regard to "aflatoxin safe peanuts."	V-2NC-6	Jock Brandis	1/26/2016	2/11/2016	CODEP, COMACO
SG-2015-4	NCBA CLUSA	Zambia	Value Addition for Peanuts	(1) To create awareness of market opportunities for value addition and processing of peanuts in order to maximize farmers' profits. (2) To train farmers in value added activities including peanut roasting and peanut butter processing (3) To train farmers in improved storage methods	V-2NC-7	Steve Laible	2/9/2016	2/23/2016	EHC
SG-2015-4	NCBA CLUSA	Zambia	Improved Peanut Seed Production	(1) To sensitize and educate farmers on the importance of adopting improved seeds. (2) To link Farmers to certified seed suppliers, i.e. seed growers and community agro dealers (3) To train farmers on how to produce improved seed at home	V-2NC-8	Charlene Nash	2/21/2016	3/6/2016	CDFA, CODEP
SG-2015-4	NCBA CLUSA	Zambia	Cooperative Enterprise Development & Marketing	(1) Farmers will develop a better understanding of the cooperative business model, the 7 cooperative principles, and how cooperatives are different from regular businesses. (2) Farmers will learn about cooperative management and organization. (3) Farmers will learn about strategic planning and marketing strategies, particularly in regard to "aflatoxin safe peanuts"	V-2NC-9	Mollie Moisan	3/3/2016	3/18/2016	CDFA
<b>NCBA CLUSA TOTAL</b>									
SG-2015-5	TSU	Bangladesh	Improve knowledge and skills of young faculty and researchers in agriculture education	(1) To provide professional development training and information to faculty/ staff at university to upgrade/ enhance their teaching skills, guide faculty in evaluating, restructuring curriculum, and discuss rationale for restructuring agricultural education and development of Competency Based Curriculum. (2) To discuss agricultural research for development in Bangladesh with the purpose of introducing research, research process to enhance and strengthen research competencies of young faculty, researchers' and NGOs staff, (3) To provide guidelines and tips for developing successful competitive research proposals. The purpose will be to enumerate and describe some main points that should be taken into consideration while developing a successful research proposal. (4) To provide training to enhance competencies of trainers for agribusiness development as a strategy for rural development and provide guidance in implementation of agro-entrepreneurship training programs and the sequencing of major events.	V-2TN-1	Dr. S.P. Singh	9/10/2015	9/20/2015	BAU
SG-2015-5	TSU	Bangladesh	Record important pest and disease of fruits and vegetables and their integrated management	(1) Identify and record the important pest and diseases for the commonly cultivated fruits and vegetables in Bangladesh (2) Integrated pest management (IPM) strategy development for promoting information exchanges among the stakeholders and produce safe food production. (3) Also, selections of variety that are resist against diseases and pests and maintain ecosystem and ecological balance for the environment.	V-2TN-2	Jose Verle Carlos Rodrigues	10/3/2015	10/13/2015	BAU



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SG-2015-5	TSU	Bangladesh	Improve capabilities, cultivation practices or technologies in organic farming	(1) Sustainable approach and production of organic food, which will be safe for the people. (2) Introduce for the adoption of organic production technology of crops and find out the approach which will be a long term basis for sustainable production and hazard free environment (3) To build up a network among the safe food producers and build up a stable and improved marketing channel to encourage the producers as well as to get more economic return.	V-2TN-3	Ross Penhallegon	10/12/2015	10/20/2015	CARITAS
SG-2015-5	TSU	Bangladesh	Offseason/year round vegetable production in Bangladesh	(1) Focus the feasibility of year round vegetable production, their marketing and increase income through sustainable household vegetables. (2) Increase food security – through staff replication of training/consulting to multiply impact to more households. (3) Improve the family nutritional status: awareness of nutritious value of vegetables and available the rich nutrient vegetable production in the homestead area, ultimately increase the habituation to consume more rich nutrient vegetables	V-2TN-4	Ramone A. Arancibia	11/15/2015	11/27/2015	BAU, CARITAS
SG-2015-5	TSU	Bangladesh	Preparation, composition and use of organic fertilizers	(1) Improve capabilities, practices or technologies on vegetable production (conventional and organic) (2) Improve the knowledge and skills of young faculty and researchers in agriculture education (3) Better understanding of economic returns for producers (4) Marketing strategies for organic produce	V-2TN-5	Usha Palaniswamy	12/23/2015	12/30/2015	BAU
SG-2015-5	TSU	Bangladesh	Preparation and use of herbal pesticide or biofungicides	1. Document current pest management practices, use of chemical pesticides, and adverse effects on environmental and human health. a. Will speak with farmers in different areas and gather information regarding the crops, pests, current management practices, efficacy of those practices, and use of chemical pesticides. b. Assess their knowledge of sustainable agriculture and integrated pest management (IPM). c. Assess the environmental impact of current practices and discuss potential harmful effects.  (2) Provide training on the principles of IPM its components and choosing appropriate strategies to meet local crop and pest needs. a. Go over general IPM principles and strategies. b. Test their understanding and ask how they would apply that knowledge to address their pest management needs.  (3) Discuss about various botanical and microbial biopesticides. a. Give a general overview of biopesticides based on microbial and botanical compounds. b. Provide a list of commonly used biopesticides and their application doses and intervals.	V-2TN-6	Surendra Dara	1/15/2016	1/22/2016	BAU
SG-2015-5	TSU	Bangladesh	Improved home gardening techniques for farm emphasis	Bangladesh Agriculture University (BAU)'s objective is to improve the lives of those the program is targeting. One way of achieving this objective is by complementing donor and government support to BAU through self-help efforts such as organic vegetable farming initiative. The expert volunteer is expected to train BAU staff in intensive vegetable farming, crop planning and rotation soil treatment such as the use of manure and compost, and the use of lime to enrich the soil to increase yields. The volunteer has also been requested to help these farmers learn how they can improve crop production, increase income and at the same time attain positive nutritional outcomes for their households.	V-2TN-7	Muamba Kabeya	1/22/2016	1/30/2016	Vangnamari Union Group, Gourpur District, Chaiz Nilaxmia Group, Gourpur District, Caritas NGO, Haluaghat District
SG-2015-5	TSU	Bangladesh	Training in grafting vegetables and providing services to meet the requirements of GAP for producing vegetables.	(1) Improve the quality and quantity of tomato (2) The objectives of grafting will be to increase tomato production to combine with flood and bacterial wilt resistant brinjal will be treated as stock and tomato as a scion (3) Improve the nutritional status of family by increasing the production of tomato and generate employment for women through the involvement of grafting	V-2TN-8	Dilip Nandwani	2/20/2016	3/2/2016	BAU, CARITAS
SG-2015-5	TSU	Bangladesh	Pre and Post harvest management of fruits and vegetables	(1) Sustainable approach and production of organic food, which will be safe for the people. (2) Introduce for the adoption of organic production technology of crops and find out the approach which will be a long term basis for sustainable production and hazard free environment (3) To build up a network among the safe food producers and build up a stable and improved marketing channel to encourage the producers as well as to get more economic return.	V-2TN-9	Sammy L Comer	3/10/2016	3/19/2016	BAU, CARITAS
SG-2015-5	TSU	Bangladesh	Sustainable marketing for organic production	(1) Sustainable approach and production of organic food, which will be safe for the people. (2) To build up a network among the safe food producers and build up a stable and improved marketing channel to encourage the producers as well as to get more economic return.	V-2TN-10	Prabode Illukpitiya	3/10/2016	3/19/2016	BAU, CARITAS